

Village Pamong Training in Managing Village Archives at the Ketawang Village Office, Kec. Grabbag, Kab. Magelang, Prov. Central Java

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ABSTRACT

ABSTRAK-This community service aims to provide training to village officials in managing village archives at the Ketawang Village office, Kec. Grabbag, Kab. Magelang, Prov. Central Java. Thus, the village office implements a chronological system of archive management. Implementation of service for two days. The first day, Tuesday, April 6, 2021, the presentation of the chronological system archive material was held by Mr. Wahyu Rusdiyanto, S.Pd., M.M. On the second day, Wednesday, April 7, 2021, archive management practices were carried out using a chronological system guided by Mr. Wahyu Rusdiyanto, S.Pd., M.M. with the help of the service team.

This community service activity uses lecture and discussion methods, practice, and evaluation. Lectures and discussions to provide knowledge and understanding to village officials in managing archives. Practice to provide technical skills to village officials in managing archives. Evaluation for supervision and assessment of village officials in managing village archives. Based on the results of the evaluation of the implementation of community service activities, it was found that the level of understanding and management of the village civil service archives increased. The understanding of village officials regarding planning, implementation/implementation, classification, and the benefits of village archives has increased, at the level of "do not understand" none, "less understanding" a small part is still present, most are at the level of "understand", but at the level of "very understanding". "It needs to be improved again. To manage village archives after training, most of the village officials are able to practice, with a total of 28 people "understanding" from a total of 30 village officials.

Kata Kunci: *Village Archives, Chronology System, Village Civil Service*