

Pelatihan Pengelolaan Arsip Keluarga

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ABSTRACT

This community service activity aims to provide knowledge and skills about the management of family archives for the community of the village of Baturetno, Banguntapan, Bantul.

Methods used in this community service activities include: 1) Lecture, lecture method is used to convey explanations to the participants about material related concepts and steps in keeping family records effectively and efficiently. 2) Frequently asked questions and discussions, question and answer methods were conducted to explore issues related to lecture material and to answer the difficulties and problems often encountered in managing family records in the community, 3) Assistance to management, this method provides opportunities for training participants to save family archives and create an effective and efficient archive system.

PPM activities have been well implemented and have provided knowledge and skills in the field of family records management for the community. The knowledge and skills presented are the theory and classification of family archives and the practice of managing family records. It also delivered how to care for documents that have been stored so long and last long. Community service activities can be implemented well beyond the set targets. Attendance of participants is 111.43% of the target 80%.

Kata Kunci: *Training, Archive Management, Family Archives*