**DAFTAR ISI**

HALAMAN JUDUL........................................................................................ i ABSTRAK................................................................................... .................... ii MOTTO................................................................................... ........................ iv LEMBAR PERSETUJUAN PEMBIMBING ................................. ................ v LEMBAR PERSETUJUAN DAN PENGESAHAN................................. ...... vi PERNYATAAN KEASLIAN TULISAN................................. ...................... vii BIOGRAFI................................................................................... .................... viii KATA PENGANTAR ................................. ................................................... ix DAFTAR ISI................................ .................................................................... xi DAFTAR TABEL................................. ........................................................... xiii DAFTAR GAMBAR………………………………………………………… xiv DAFTAR LAMPIRAN………………………………………………………. xv

**BAB I PENDAHULUAN**........................................................................ 1

|  |  |  |
| --- | --- | --- |
| 1.1 | Latar Belakang ....................................................................... | 1 |
| 1.2 | Identifikasi Masalah ............................................................... | 5 |
| 1.3 | Perumusan Masalah................................................................ | 5 |
| 1.4 | Tujuan Manfaat ...................................................................... | 5 |
| 1.5 | Metode Penelitian................................................................... | 6 |
|  | 1.5.1 Tempat dan waktu penelitian......................................... | 6 |
|  | 1.5.2 Metode dan jenis penelitian ........................................... | 6 |
|  | 1.5.3 Jenis dan metode pengumpulan data ............................. | 6 |
|  | 1.5.4 Analisis data .................................................................. | 7 |

|  |  |  |
| --- | --- | --- |
| **BAB II** | **KAJIAN PUSTAKA** ................................................................... | 8 |
|  | 2.1 Landasan Teori ....................................................................... | 8 |
| 2.1.1 | Pengertian Pengertian arsip .......................................... | 8 |
| 2.1.2 | Sistem Penyimpanan arsip ............................................ | 9 |
| 2.1.3 | Jenis-jenis arsip............................................................. | 19 |
| 2.1.4 | Azas-azas dalam Kearsipan .......................................... | 20 |
| 2.1.5 | Arsiparis........................................................................ | 21 |
| 2.1.6 | Tugas-tugas Kearsipan ................................................. | 21 |
| 2.1.7 | Fungsi arsip.................................................................... | 22 |
| 2.1.8 | Sifat dan karakteristik arsip ........................................... | 22 |

2.2 Tinjauan Pustaka .................................................................... 23

|  |  |  |
| --- | --- | --- |
| **BAB III** | **HASIL DAN PEMBAHASAN** ................................................... | 25 |
|  | 3.1 Gambaran Umum Instansi...................................................... | 25 |
| 3.1.1 | Pekerjaan umum dari masa ke masa ......................... | 25 |
| 3.1.2 | Sejarah Balai Wilayah sungai Sulawesi I.................. | 30 |
| 3.1.3 | Tugas Dan Fungsi ..................................................... | 31 |
| 3.1.4 | Visi dan Misi ............................................................. | 33 |
| 3.1.5 | Struktur Organisasi dan Deskripsi Tugas .................. | 34 |

3.1.6 Sumber daya kantor................................................... 36

3.2 Hasil dan Pembahasan............................................................ 37

3.2.1 Gambaran Penataan arsip di bagian kepegawaian

Balai Wilayah Sungai Sulawesi I .............................. 37

3.2.2 Penerapan sistem penataan arsip pada bagian

Kepegawaian Balai Wilayah Sungai Sulawesi I ...... 44

**BAB IV PENUTUP** ..................................................................................... 52

4.1 Kesimpulam ........................................................................... 52

4.2 Saran .................................................................................. 52

**DAFTAR PUSTAKA LAMPIRAN**

**DAFTAR TABEL**

Tabel 3.1 Jumlah Pegawai Berdasarkan golongan………………………… Hal 36

Tabel 3.2 Jumlah pegawai berdasarkan Status……………………………. Hal 36

|  |  |  |
| --- | --- | --- |
| **No** | **Teks** | **Halaman** |
| Gambar 3.1 | Arsip yang tertumpuk di atas meja | 40 |
| Gambar 3.2 | Arsip yang tertumpuk di atas lemari | 40 |
| Gambar 3.3 | Arsip yang tertumpuk di atas kursi | 41 |
| Gambar 3.4 | Odner warna kuning golongan II | 42 |
| Gambar 3.5 | Odner warna biru golongan III | 43 |
| Gambar 3.6 | Odner warna hijau golongan IV | 43 |

Lampiran 1 Struktur Organisasi 1 Hal