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### **ABSTRAK**

Penelitian ini dilatarbelakangi oleh Pengelolaan Arsip di Desa Bantarkalong Kecamatan Cipatujah Kabupaten Tasikmalaya belum dilaksanakan dengan optimal. Adapun tujuan penelitian ini adalah untuk mengetahui Pengelolaan Arsip di Desa Bantarkalong Kecamatan Cipatujah Kabupaten Tasikmalaya belum dilaksanakan dengan optimal. Metode yang digunakan dalam penelitian ini adalah deskriptif analisis. Informan sebanyak 8 orang. Teknik pengumpulan data adalah studi kepustakaan, studi lapangan (observasi dan wawancara) dan dokumentasi. Penulis menggunakan teknik analisis data kualitatif melalui pengolahan data hasil wawancara dan observasi untuk ditarik kesimpulan sehingga dapat menjawab permasalahan dalam penelitian. Berdasarkan hasil penelitian diketahui bahwa : Pengelolaan arsip di Desa Bantarkalong dengan 4 dimensi yaitu penciptaan arsip, Penggunaan arsip, Pemeliharaan arsip dan Penyusutan arsip dan 12 indikator yang dijadikan alat ukur penelitian belum optimal karena perangkat desa belum dapat melakukan pendokumentasian arsip secara sistematis sehingga kesulitan dalam menemukan arsip yang dibutuhkan selain itu kurangnya sistem klasifikasi yang terstruktur serta penyimpanan yang belum tertib sehingga arsip aktif dan inaktif masih tercampur dan penyimpanan belum memenuhi standar keamanan dan keteraturan yang diharapkan selain itu arsip habis masa retensi, belum dilaksanakan secara rutin dan sesuai prosedur.

**Kata Kunci : *Pengelolaan, Arsip, Desa Bantarkalong.***

**FARHAN SUKMAWIJAYA, 2025. *Archives Management in Bantarkalong Village, Cipatujah District, Tasikmalaya Regency. Public Administration Study Program, Faculty of Social and Political Sciences (FISIP), Galuh University.***

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### **ABSTRACT**

*This research is motivated by the fact that archives management in Bantarkalong Village, Cipatujah District, Tasikmalaya Regency has not been optimally implemented. The purpose of this study is to determine whether archives management in Bantarkalong Village, Cipatujah District, Tasikmalaya Regency has not been optimally implemented. The method used in this study is descriptive analysis. Eight informants were involved. Data collection techniques include literature review, fieldwork (observation and interviews), and documentation. The author uses qualitative data analysis techniques through processing data from interviews and observations to draw conclusions that can answer the research questions. Based on the research results, it is known that: Archive management in Bantarkalong Village with 4 dimensions, namely archive creation, archive use, archive maintenance and archive reduction and 12 indicators used as research measuring tools are not optimal because village officials have not been able to systematically document archives so that it is difficult to find the required archives in addition to the lack of a structured classification system and storage that is not yet orderly so that active and inactive archives are still mixed and storage does not meet the expected security and order standards in addition to the archives having expired their retention period, it has not been carried out routinely and according to procedures.*

***Keywords: Archives, Management, Bantarkalong Village.***