

## **ABSTRAK**

Dalam penelitian ini penulis akan menganalisis tentang proses penyusutan arsip, tahapan proses penyusutan yaitu penilaian arsip, jadwal retensi, dan pemindahan arsip. Metode yang digunakan di dalam penelitian ini adalah metode deskriptif kualitatif yaitu melakukan tinjauan pustaka dan menganalisis langsung pada objek penelitian di lapangan, wawancara, dan obseervasi. Hasil penelitian menjelaskan bahwa proses penyusutan arsip di PT Alam Lestari Unggul Region 2 Surabaya belum memiliki prosedur penyusutan arsip, sehingga perusahaan tersebut belum memiliki JRA, dan tidak melakukan kegiatan seperti penilaian arsip dan pemindahan arsip.

Kata Kunci : arsip, penilaian, pemindahan, penyusutan, JRA

## ***ABSTRACT***

*In this research the writer will analyze the depreciation process of archives, the stages of the shrinkage process, namely the archives assesment, retention, schedules, and archive transfers. The method used by the writer in this case is a method qualitative descriptive, namely conducting a literarture review and analyzing directly on the object field reseach, interviews, and obseravtions. The research obtained an analyze that the archive depreciation process at PT Alam Lestari Unggul Region 2 Surabaya did not yet have an archives shrinkage procedure, so the company did not yet have a JRA, snd did not carry aout activities such as archive assesment and transfer of archives.*

*Keywords: archives, apprasial, transfer, depreciation, JRA*