

ABSTRACT

This study aims to determine the archive storage system through Google Drive at the NSC Polytechnic Career Service Center. One form of new media archive storage is digital archives. Digital media usually requires tools such as computers and scanners. Archives that are stored in digital form can be in the form of images or videos. The results of the study indicate that the digital filing system at the Career Service Center is supported by hardware devices such as computers and scanners as well as software such as Google Drive. The process of the digital archive system includes the process of transferring archived media, scanning documents, making agenda books, creating classification codes, creating storage folders on Google Drive, creating archive lists and hyperlinks.

Keywords: archive, electronic, digital.

ABSTRAK

Penelitian ini bertujuan untuk mengetahui sistem penyimpanan arsip melalui *Google Drive* pada Pusat Layanan Karir Politeknik NSC. Salah satu bentuk penyimpanan arsip media baru adalah arsip digital. Media digital biasanya memerlukan alat bantu seperti komputer dan *scanner*. Arsip yang disimpan dalam bentuk digital bisa berupa gambar ataupun video. Hasil penelitian menunjukan bahwa sistem kearsipan digital pada Pusat Layanan Karir didukung dengan perangkat *hardware* berupa komputer dan *scanner* serta *software* berupa *google drive*. Proses sistem arsip digital meliputi proses alih media arsip, scanning dokumen, membuat buku agenda, membuat kode klasifikasi, membuat folder penyimpanan pada google drive, membuat daftar arsip dan hyperlink.

Kata Kunci : arsip, elektronik, digital.