

Pengelolaan Arsip Perkantoran Modern Berbasis Teknologi Informasi Komunikasi

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Abstract

The issuance of Undang-Undang RI number 11 year 2008 about the information and electronic transaction, also the Undang-Undang RI number 43 year 2009 giving the assurance for a business transaction electronically, therefore the output can be saved in a electronic media and could be saved legally according to law. The assurance given could be used to build a modern office based on information technology and computer with a document management electronically, at the end the paperless office goal could be accomplished. These changes need the secretaries or the administration employee to increase and update their skill also knowledge in the field of information technology and computer to support the document administrator electronically. The implication of these changes from manual system to electronic system is a number decreasing of paper used as the molding material for a document and at the end, the implication of these changes indirectly will create a green office atmosphere to support the reduction of global warming.

Keywords: Information technology, paperless office, green office