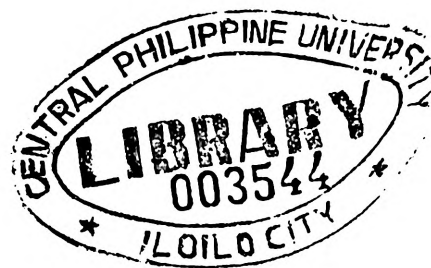


**RECORD MANAGEMENT PRACTICES AT A THEOLOGICAL SEMINARY: BASIS
FOR A PROPOSED RECORDS AND ARCHIVES POLICY**

**A Thesis
Present to
The Faculty, Collage Of Graduate
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**In Partial Fulfillment
Of the Requirements for the Degree
MASTER IN LIBRARY AND INFORMATION SCIENCE
Specialized In Theological Librarianship**



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ABSTRACT

This study examines records management practices in Theological Seminary, Banjarmasin Theological Seminary (STT-GKE Banjarmasin), an educational institution founded by Kalimantan Evangelical Church in 1932, in Southern Kalimantan (Borneo), Indonesia. Since the establishment of Banjarmasin Theological Seminary in 1932. The Seminary is the premier and leading ecumenical tertiary institution in Indonesia and the South Borneo province could have developed a wider range of records management practices and practices for other economic institutions. However, the preliminary investigations are carried out by researchers such as inadequate space, the lack of qualified and skilled staff, and the lack of a procedure manual and management policy records. These problems were prompted by the conduct of this study of management practices at the Banjarmasin Theological Seminary. The conclusion of this thesis is based on a critical analysis of primary data (interviews) and secondary (library research). The approach used is a qualitative descriptive approach. Primary data was collected through interviews via WhatsApp with six (6) key informants who were chosen intentionally from the Seminary. Accordingly, the results showed problems such as inadequate space, lack of qualified and skilled staff, and not having a management archive policy to ensure effective record management.