2nd International Conference on Record and Library Committee

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**Abstract**

The Codex is one of the types of records or documents that need to be conserved. A the fact that the utilization of each document that is made (at a certain time), gradually decreasing until lost completely, but this does not apply to the raw documents, evidence for a fact (e.g. fossil) and documents of historical value have earned regardless of technical or scientific situation today. In an effort of documenting the manuscripts of nusantara, a myriad of ways that can be applied. To preserve the values of Sundanese tradition, there needs to be documenting system which is able to gather the script of ancient manuscripts which still many spread in Garut, West Java. This research is expected to do the reformulation ancient manuscript in the ninth of the site ‘s followed by socialization through various media and means. The research method used is qualitative research with action research design approach, this research done using the stages of the cycle and in each cycle consists of four stages of activities namely planning, implementation, observation and reflection. The research results obtained is the knowledge management community in ancient manuscripts documenting activities is only done by the community who happens to have the ancient manuscript, and documentation has been done in the simple way. While the general community other not be invested because access to ancient manuscript is difficult because generally the owner of the script is not open on other communities. While the role of the family kerurunan in preserving the heritage of their ancestors in addition to performing routine activities also create a kind of annual parents group from the family of the tombs. Knowledge management building activities about ancient manuscripts through the transfer of knowledge is done, the associate kuncen inform about the history of the tomb of the sacred that he waited on the Pilgrims who need information. In addition, the process of knowledge transfer is in progress at the time of the ceremony is conducted every year usually is done in maulud.

**Keywords:** Documentation, codex, knowledge management

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