

ABSTRAK

PENERAPAN SISTEM PENATAAN ARSIP DI PT. FIF GROUP CABANG LAMPUNG

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Penataan arsip merupakan kegiatan mengatur, menyusun, menyimpan, dan memelihara arsip secara sistematis agar mudah ditemukan kembali serta terjamin keamanan dan efisiensinya. Penelitian ini bertujuan untuk mengetahui penerapan sistem penataan arsip di PT. FIF Group Cabang Lampung. Penelitian ini menggunakan metode studi kasus dengan pendekatan kualitatif. Teknik pengumpulan data dilakukan melalui wawancara, observasi, dan dokumentasi, sedangkan analisis data menggunakan teknik analisis interaktif. Hasil penelitian menunjukkan bahwa sistem penataan arsip di PT. FIF Group Cabang Lampung telah diterapkan dengan cukup baik, namun masih terdapat beberapa kendala, seperti keterbatasan sumber daya manusia yang menyebabkan penumpukan arsip lama di atas meja kerja serta kurang memadainya sarana dan prasarana kearsipan. Oleh karena itu, diperlukan peningkatan jumlah dan kompetensi sumber daya manusia serta penambahan dan pembaruan fasilitas kearsipan, seperti lemari dan rak arsip yang kondisinya sudah rusak, guna mendukung efektivitas dan efisiensi kegiatan kearsipan.

Kata kunci : *Arsip, Penataan Arsip, Sistem Kearsipan, Manajemen Arsip*

ABSTRACT

PENERAPAN SISTEM PENATAAN ARSIP DI PT. FIF GROUP CABANG LAMPUNG

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Archive arrangement is an activity of organizing, arranging, storing, and maintaining archives systematically so that they are easy to find and their security and efficiency are guaranteed. This study aims to determine the application of the archive arrangement system at PT. FIF Group Lampung Branch. This study uses a case study method with a qualitative approach. Data collection techniques are carried out through interviews, observations, and documentation, while data analysis uses interactive analysis techniques. The results of the study show that the archive arrangement system at PT. FIF Group Lampung Branch has been implemented quite well, but there are still several obstacles, such as limited human resources that cause the accumulation of old archives on the work desk and inadequate archival facilities and infrastructure. Therefore, it is necessary to increase the number and competence of human resources as well as the addition and update of archival facilities, such as archives and shelves that have been damaged, to support the effectiveness and efficiency of archival activities.

Keywords: *Archives, Archive Arrangement, Archiving System, Archive Management*