

ABSTRAK

ANALISIS SISTEM PENYIMPANAN DAN PENGAMANAN DOKUMEN BPKB DI PT FIF GROUP CABANG LAMPUNG

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Penelitian ini bertujuan untuk menganalisis sistem penyimpanan dan pengamanan dokumen BPKB di PT FIFGROUP Cabang Lampung. Penelitian menggunakan metode deskriptif dengan pendekatan kualitatif melalui teknik observasi, wawancara, dan dokumentasi. Hasil penelitian menunjukkan bahwa sistem penyimpanan dokumen BPKB menggunakan nomor dan *barcode* sebagai identitas dokumen. Proses penyimpanan dilakukan melalui tahapan pemeriksaan, pencatatan, pemberian identitas, pengelompokan, dan penempatan dokumen pada media penyimpanan yang telah ditentukan. Sistem pengamanan dilakukan melalui pengamanan fisik dan administratif, seperti penggunaan ruang penyimpanan khusus, filing cabinet, pembatasan akses ruang arsip, serta pencatatan dokumen menggunakan sistem dan *logbook*. Hambata yang ditemukan yaitu keterbatasan kapasitas ruang penyimpanan dan meningkatnya jumlah dokumen. Upaya yang dilakukan perusahaan yaitu penataan ulang dokumen secara berkala, penggunaan *barcode*, serta pengawasan dokumen secara terstruktur. Dengan demikian, sistem penyimpanan dan pengamanan dokumen BPKB di PT FIFGROUP Cabang Lampung telah berjalan cukup baik dan mendukung efektivitas pengelolaan dokumen.

Kata Kunci: Sistem Penyimpanan, Sistem Pengamanan, Dokumen BPKB

ABSTRACT

**ANALYSIS OF THE STORAGE AND SECURITY SYSTEM FOR BPKB
DOCUMENTS AT PT FIF GROUP LAMPUNG BRANCH**

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This study aims to analyze the document storage and security system of BPKB documents at PT FIFGROUP Lampung Branch. This study used a descriptive method with a qualitative approach through observation, interviews, and documentation techniques. The results showed that the BPKB document storage system used numbers and barcodes as document identifiers. The storage process was carried out through several stages, namely document inspection, data recording, identification assignment, document classification, and placement of documents in predetermined storage media. The document security system was implemented through physical and administrative security measures, such as the use of a special storage room, filing cabinets, restricted access to archive storage areas, and document recording through a system and logbook. The obstacles encountered included limited storage capacity and the increasing number of documents. The company's efforts to overcome these obstacles included periodic document rearrangement, barcode utilization, and structured document monitoring. Therefore, the document storage and security system for BPKB documents at PT FIFGROUP Lampung Branch has generally been implemented quite well and supports the effectiveness of document management.

Keywords: Storage System, Security System, BPKB Documents.