

ABSTRAK

PROSEDUR PENGARSIPAN DOKUMEN LAPORAN HARIAN SAMSAT DI PT. JASA RAHARJA CABANG LAMPUNG

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Tujuan penelitian ini adalah untuk mengetahui prosedur pengarsipan dokumen laporan harian samsat di PT. Jasa Raharja Cabang Lampung. Jenis penelitian ini merupakan penelitian deskriptif yang menggunakan metode pendekatan kualitatif. Teknik analisis data menggunakan teknik interaktif yang dikembangkan oleh Miles & Huberman. Teknik keabsahan data menggunakan teknik triangulasi dengan pengumpulan data melalui wawancara, observasi partisipatif serta dokumentasi. Hasil penelitian menerangkan bahwa prosedur pengarsipan dokumen laporan harian samsat di PT. Jasa Raharja Cabang Lampung memiliki beberapa step dalam menjalankan tugasnya seperti datangnya arsip laporan harian samsat, penerimaan arsip laporan harian samsat, pemeriksaan arsip dokumen laporan harian samsat, pemisahan arsip dokumen laporan harian samsat sesuai dengan masing-masing samsat, dan memasukkan arsip dokumen laporan harian samsat kedalam lemari arsip. Dalam proses melakukan prosedur pengarsipan dokumen laporan harian samsat di PT. Jasa Raharja Cabang Lampung masih menggunakan pengarsipan secara manual.

Kata Kunci : Prosedur, pengarsipan manual, penyimpanan arsip.

ABSTRACT***PROCEDURE FOR FILING SAMSAT DAILY REPORT DOCUMENTS AT
PT JASA RAHARJA CABANG LAMPUNG***

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The purpose of this study was to find out the procedure for filing samsat daily report documents at PT. Jasa Raharja Cabang Lampung. This type of research is a descriptive study using a qualitative approach. Data analysis techniques use interactive techniques developed by Miles & Huberman. The data validation technique uses a triangulation technique with data collection through interviews, participatory observation and documentation. The results of the study explained that the procedure for filing Samsat daily report documents at PT. Jasa Raharja Cabang Lampung has several steps in carrying out its duties such as arriving at the Samsat daily report archive, receiving the samsat daily report archive, examining the samsat daily report document archive, separating the samsat daily report document archive according to each Samsat, and entering the samsat daily report document archive into the filing cabinet. In the process of carrying out the procedure for filing samsat daily report documents at PT. Jasa Raharja Cabang Lampung still uses manual filing.

Keywords: Procedure, manual filing, archive storage.