

CHAPTER I

INTRODUCTION

1.1 Reason for Choosing the Title

Files should be managed well to achieve some purposes in completing administration documents. Files provide us information, an evidence, and documentary material. Files give us information about kinds and letters which are stored in filing administration unit. They give us an evidence in order to find the files easily and quickly when they are needed. File has an important role in administration activities. Important roles of administration filing are as central memory and source of information to do many activities for example planning, analyzing, making report, evaluating, controlling, and taking responsibility accurately. In connection with this, file should be arranged and stored in accordance with applied the procedure. The purpose is to find the file easily and quickly. There are many companies which are using their own system for filing which is more effective and efficient.

There are two kinds of filing activities, namely storing, and retrieval. Storing is an activity to place files in filing cabinet, file cupboard, box file, and folder. Retrieval can be done either manually or by using machine. Manual retrieval is controlled by the hand, while retrieval by using machine that can show the location of file storage in a computer.

The good procedure of filing the incoming and outgoing letters really has big influence to the company administration activity because it will support the success of work unit and the purpose of the company can be reached effectively and efficiently.

Based on the reason above, the writer chooses the title “ The Filing Procedure of Incoming and Outgoing Letters at PT Astra International Semarang.”

1.2 Statement of the Problem

Based on the reason above, the problem mentioned in this paper is “ What is the filing procedure of incoming and outgoing letters as well as the filing equipment used at PT Astra International Semarang..

1.3 Objective of the Study

The objective of the study related to the problem is to describe the filing procedure of incoming and outgoing letters as well as the filing equipment used at PT Astra International Semarang.

1.4 Limitation of the Problem

Procedure of filing letters consists of the preliminary procedure and the saving procedure. Based on the statement above, the writer just wants to discuss

the present preliminary procedure of filing the incoming and outgoing letters at PT Astra International Semarang.

1.5 Significance of the Study

The significance of the study are

1. To the writer
 - a. To get knowledge and experience about filing procedure of incoming and outgoing letters which are used at PT Astra International Semarang.
 - b. To get knowledge of the procedure of incoming letters in PT Astra International Semarang.
2. To the company
As an input and consideration in making decision.
3. To the university
As a reference to the students who are going to organize job training reports related to the topic.

1.6 Implementation of the Study

The study was held for one month (from February 1st -28th , 2006) at PT Astra International Semarang that is located on Jalan Jendral Sudirman 320 B Semarang. While the activities that the writer did during the study are :

No	Day/ Date	Activities
1.	Wednesday, February 1 st	1. Taking the letters into stofmap 2. Stamping the letters 3. Reading reference book
2.	Thursday, February 9 th	1. Filing AHASS data 2. Stamping the letters
3.	Tuesday, February 14 th	1. Arranging the files 2. Storing the files and documents
4.	Friday, February 24 th	1. Printing AHASS data 2. Stamping the letters 3. Reading reference book

1.7 Method of Data Collection

To write this paper, the writer used several data. The methods used in collecting the data are:

1. Observation

Soeratno and Lincoln Arsyad (1988:11) state that Observation is "cara pengumpulan data dengan cara melakukan pencatatan secara cermat dan sistematis atas gejala-gejala yang sedang diteliti." (A method of collecting data by recording accurately and systematically the phenomena observed")

By using this method, the writer observed directly the Filing Procedure of Incoming and Outgoing Letters at PT Astra International Semarang.

2. Interview

Hadi (1987:193) states that interview is “*metode pengumpulan data dengan Tanya jawab sepihak yang dikerjakan dengan sistematis dan berdasarkan pada tujuan penyelidikan*”(A method of collecting data by asking question systematically and based on the research purpose).

By using this method, the writer interviewed the Head of Service Part directly about the filing procedure of incoming and outgoing letters at PT Astra International Semarang.

3. Library research

According to Moh. Nasir (1983:3) Library research is “*Metode pengumpulan data dengan menggunakan buku-buku literature yang berhubungan dengan penelitian*” (Method of data collection by reading literature books concerning with the problem).

By using this method, the writer reads the books related to the problem in this paper.

1.8 Paper Organization

The paper organization of this paper is :

Chapter I : Introduction. This chapter consists of the Reason for Choosing the Title, Statement of the Problem, Objective of the Study, Limitation of the Problem, Significance of the Study, Method of Data Collection, and Paper Organization.

Chapter II : Literature Review. This chapter consists of Definition of File Definition of Filing, Definition of Procedure, Definition of Filing Procedure, Definition of Incoming and Outgoing Letters, and Kinds Of File.

Chapter III : The Filing Procedure of Incoming and Outgoing Letters at PT Astra International Semarang. This chapter consists of History of PT Astra International Semarang, Organizational Structure of PT Astra International Semarang, Job Description, The Filing Procedure of Incoming and Outgoing Letters at PT Astra International Semarang, and The Filing Equipment used at PT Astra International Semarang.

Chapter IV : Conclusion and Suggestion. This chapter consists of conclusion and suggestion.