

## CHAPTER I

### INTRODUCTION

#### 1.1 Reason for Choosing the Title

Business development nowadays is full of competition. Fast and accurate information really influences the acceleration of business world.

One important source of information in business world is files. Files have important roles for big and small companies, because they are needed to speed up the service for public and to fulfill intern information needs.

Files are needed in company activities. The company activities include planning, analyzing, developing, making decision, and making report. All company activities are always related to filing, company activities cannot run well.

Files is a written record about everything which happens in a company and has purposes to give information and to describe something in the past. For the leadership of company, filing can be used as an equipment which can give illustration about how far the company is different from other companies and also their storage.

Usually a big company uses computer system in keeping their files, while a small company still uses manual system. PERUM *Pegadaian Kanwil Semarang* has so many files, and it uses computer system in keeping those files. Based on the explanation above the writer chooses the title: *The Filing System at PERUM Pegadaian Kanwil Semarang*.

### **1.2 Statement of the Problem**

The problem mentioned in this paper is :

What is the filling system at PERUM *Pegadaian Kanwil Semarang* ?

### **1.3 Limitation of the Problem**

The problem in this paper will be limited into the filing system and filing equipments that are used at PERUM *Pegadaian Kanwil Semarang* during the implementation of the study.

### **1.4 Objective of the Study**

Based on statement above, the objective of the study is to describe the filing system at PERUM *Pegadaian Kanwil Semarang*.

### **1.5 Significance of the Study**

The significance that could be taken from the result of the study are :

#### **1. For the writer**

This paper can be used to get information and knowledge about the filing system at PERUM *Pegadaian Kanwil Semarang*.

#### **2. For the company**

This paper can be used as an input for the improvement of PERUM *Pegadaian Kanwil Semarang* in filing system.

#### **3. For the university**

This paper can be used as references especially for the students who want to study about the filing system.



### 1.6 Implementation of the Study

The study was held for one month (From February 1,2007 to February 28,2007). The activities the writer did during the study are:

Time Schedule	Place	Activities
1 <sup>st</sup> week	PERUM <i>Pegadaian</i> <i>Kanwil Semarang</i>	a. Filing the letters. b. Typing outgoing letters by numbering the letters
2 <sup>nd</sup> week	PERUM <i>Pegadaian</i> <i>Kanwil Semarang</i>	a. Making a note of the agenda of incoming letters by numbering the letters . b. Typing the letters address an envelope by using the computer system.
3 <sup>rd</sup> week	PERUM <i>Pegadaian</i> <i>Kanwil Semarang</i>	a. Filing the letters and give it a code. b. Delivering letters to each division.
4 <sup>th</sup> week	PERUM <i>Pegadaian</i> <i>Kanwil Semarang</i>	a. Making interview with the office staff. b. Numbering the letters

### **I.7 Method of Data Collection**

In writing this paper the writer used several data. While the method used in collecting the data are as follows :

#### **1. Observation**

Observation is gathering the facts that will be studied by observation certain things (Koentjaraningrat , 1994 :108). By using this method, the writer observed the activities at PERUM *Pegadaian Kanwil Semarang* .

#### **2. Interview**

Interview is a way used to obtain information from respondent by asking them series of questions in either informal or formal situation (Koentjaraningrat , 1994:129). In this method, the writer interviewed the office staff about the filing system at PERUM *Pegadaian Kanwil Semarang*.

#### **3. Library Research**

Library research is a method of data collection by using books related to the research (Keraf,1989:165). In this method, the writer read some books that are related to the problem.

### **I.8 Paper Organization**

The organization of this paper includes:

Chapter I : Introduction. This chapter consists of reason for choosing the title, statement of the problem, limitation of the problem, objective of the study, significance of the study, implementation of the study, method of data collection, and paper organization.



Chapter II: Literature Review. This chapter consists of definition of file, kinds of files, filing system, and filing equipment.

Chapter III : The filing system at PERUM *Pegadaian Kanwil Semarang*. This chapter consists of the history of PERUM *Pegadaian Kanwil Semarang*, the organizational structure of PERUM *Pegadaian Kanwil Semarang*, job description of PERUM *Pegadaian Kanwil Semarang*.

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