

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 filing 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.

