

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

Based on the explanation which the writer gave in the previous chapters about the filing system at PERUM Pegadaian Kanwil Semarang, there are some conclusions that can be drawn as follows:

1. The PERUM *Pegadaian Kanwil Semarang* uses two kinds of filing system, they are alphabetical system and numerical system for keeping the stock card and the requested of goods form.
2. The equipments that are used, they use filing cabinet, cupboard, agenda book, expedition book, folder, and guide.
3. The process of filing that they use is manual and computerized.

#### 4.2 Suggestion

In this chapter, the writer would also like to give some suggestion, which maybe useful for the progress of PERUM *Pegadaian Kanwil Semarang*, they are:

1. To accommodate a large number of files, it would be better if the company adds filing equipment in order that files can be kept in appropriate places.
2. To control the borrowed files, it would be better if the company provides Out Slip in order to prevent missing files.
3. To get a better result, the company ought to recruit some employees who are experienced in or who know much about the filing system.