

THE FILING SYSTEM
AT PERUM PEGADAIAN KANWIL SEMARANG

PAPER

Presented in partial fulfilment of requirements
for the completion of Diploma HI Program of
The English Language Department specialized
in Office Management



By :

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C21.2004.00514

FACULTY OF LANGUAGES AND LETTERS

DIAN NUSWANTORO UNIVERSITY

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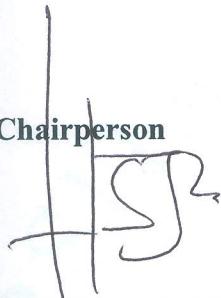
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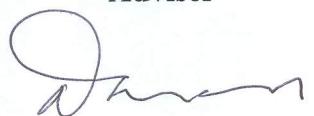
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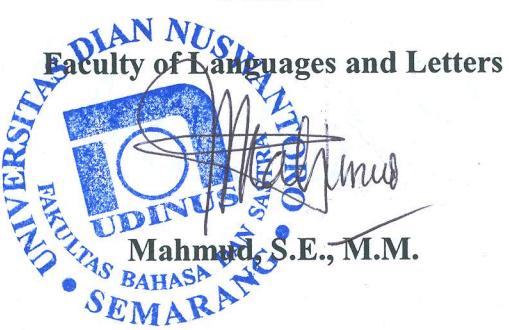
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ABSTRACT

The paper entitled "The Filing System at PERUM *Pegadaian Kanwil Semarang*", is the result of field study conducted for one month (1 February 2007 – 28 February 2007) at PERUM *Pegadaian Kanwil Semarang*. This study is aimed at describing the system that Public Relations division at PERUM *Pegadaian kanwil Semarang* used in filing the file.

The writer used interview, observation, and library research methods to collect the data of this study. The interview method was conducted to get information about filing system in the company. The observation method was aimed at understanding the activities of filing the file. The library research method studied the activities of filing.

From the data analysis, it can be concluded that Public Relation division at PERUM *Pegadaian Kanwil Semarang* has applied a good filing system by using Alphabet and Arabic system for keeping the requested of goods form. The filing equipments that are used, there are filing cabinet , cupboard, agenda book, expedition book, folder and guide. And the process of filing that they use are manual and computer system.

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