

# **THE PROCEDURE OF THE FILING AT JAKENAN VILLAGE OFFICE**

**PAPER**

**Presented in Partial fulfillment of the requirements  
for the completion of Diploma III program  
of the English Language Departement  
specialized in office managenent**



by  
**Anisa Dyah Pratiwi**  
**C21. 2006. 00603**

**FACULTY OF LANGUAGES AND LETTERS  
DIAN NUSWANTORO UNIVERSITY  
SEMARANG  
2011**

**PAGE OF APPROVAL**

This paper has been approved by board of examiners, Diploma III Study Program of English Language, Faculty of Languages and Letters, Dian Nuswantoro on August 12, 2011

Board of Examiners

Chairperson

Member

**Muhammad Rifqi, S.S.,M.Pd**

**Valentina Widya, S.S., M. Hum**

Adviser

**Dra.Sri Mulatsih, M.Pd**

*Approved by*

Dean of

Faculty of Language and Letter

**Achmad Basari, S.S, M.Pd**

## ACKNOWLEDGEMENT

At this happiest moment , I am very thank full to ALLAH SWT who has blessed and guided me in very step I made in my life also during the writing of this paper.

1. The Dean of Faculty of Language and letter of Dian Nuswantoro University, who give permission to me to conduct this study.
2. Mr Sunardi, S.S.,my advisor, for his continuous and valuable guidance, advice and enencouragement in completing this paper.
3. All lecturers at the English Departement of Faculty of Languages and Latter of Dian Nuswantoro university, who have taught, motivated and given guidance during the writting of this pape.
4. All staff at gave me to opportunity and valuable help conduct the field study at the institutions Dian Nuswantoro University and the Cental Library of Dian Nuswantara University for the permission to use some valuable reverences in writing this paper.
5. Mr Karmin S. H. I the Head Village Jakenan and his employe in Jakennan Village Office for their giving me the opportunity and valuable help to conduct the file study at the company.

6. My dearest Mr Dedy and Mom also my sister, brother who have supported and prayed for me during the study
7. My calssmates Aryo, Titis, Eri, Vilon, Vico for their mutual cooperation during the implementation of the field study at Jakenen Village office.
8. My best friends Vina, Dinda, Ika, Titin, Dani, Ria, Rachmad Darmawan, Dwi Sulistiani, Ihan, Ririn, Ida, Erlin, Lingga etc who have made the day cheer full during the writing of this paper finally I do realized that due my limited ability this paper must have short coming for this I welcome any suggestions an prices
9. The last but not the least my family who have suppoed me for the study. Finaly, I do realized that due my limited ability this paper must have shortcoming. For this I any suggestion a nd criticisms.

## **ABSTRACT**

This paper, entitled The Procedure of Filing at Jakenan Village Office is the result of field study conducted for two weeks ( 21 February – 3 March 2011 ) at Jakenan Village Office. This study is aimed at describing the procedure that at Jakenan Village office.

The data of this study were collected by using interview, observation, library research. The interview was conducted to get information about the procedure filing in the office, observation method was aimed at understanding the activities of receiving incoming letter and outgoing letter office did in previous periods.

From the data analysis, it can be concluded that The Procedure of Filing at Jakenan Village Office include:

1. The procedure of incoming letter at Jakenan village office are sorting mail, opening the cover, removing, the letter from the cover, reading the letter, distributing the letter.
2. The procedure outgoing letter, are drafting, approving the draft, giving the letter, giving stamp, organization, recording outgoing the letter.

## TABLE OF CONTENT

PAGE OF TITLE .....	i
PAGE OF APPROVAL .....	ii
ACKNOWLEDGEMENT .....	iii
ABSTRACT .....	iv
TABLE OF COTENT .....	v
LIST OF TABLE .....	vi
LIST OF FIGURE .....	vii
LIST OF APPENDICES .....	viii
CHAPTER I: INTRODUCTION .....	1
1.1 Reason of choosing the tittle .....	1
1.2 Statement of problem .....	2
1.3 Limited of problem .....	2
1.4 Objective of the stud .....	2
1.5 Significance of the study .....	2
1.6 Implementation of the Study .....	3
1.7 Method of data colection .....	5
1.8 Paper Organization .....	6

CHAPTER II: LITERATURE REVIEW .....	7
2.1 Definition of Prosedure .....	7
2.2 Definition of Archives .....	7
2.3 Definition of Filing System .....	7
2.4 Definition of Village Head .....	9
CHAPTER III: THE HISTORY OF JAKENAN VILLAGE OFFICE ...	10
3.1 The History of Jakenan Village Office .....	10
3.2 Organizational Structure .....	11
3.3 Job Description .....	12
3.4 Prosedure of filing at Jakenan Village Office .....	16
3.4.1 Incoming Letter .....	16
3.4.2 Outgoing Letter .....	20
CHAPTER IV: CONCLUSION & SUGGESTION .....	23
4.1 Conclusion .....	23
4.2 Suggestion .....	23
BIBLIOGRAPHY .....	24
APPENDICES .....	25

## **LIST OF TABLE**

Table 1. List of kinds letter at Jakenan Village Office .....	16
Table 2. List of Procedure filing incoming latter .....	16
Table 3. List of Procedure filing outgoing latter .....	20



## **LIST OF FIGURES**

Figure 1 . The structure of Organization .....	12
--	----

## CHAPTER I

### INTRODUCTION

#### 1.1 Reason For Choosing the Tittle

Village is a place of settlement in rural areas which has been developed in accordance with the number of residents in eachs village in Indonesia. Village a legal community unit that has boundaries this authorized to control and manage the local community based on originals and local customs which are recognized and respected within the government system, the Republic of Indonesia.

For the goverment system of village administration runs well then it takes a village government village head and village which an important task in regulating organizing the public administration system of the village, with help of the village that archieves in performing it's duties and authorities One of the village staff is secretary, who is charged from employees Civil. Secretary adopted by the secretary of the village in the district or town.

One of the smoothness factor Jakenan village staffing organization is maintain order and continuity in administrative proceedings. For an organitation the both goverment and private sector in the maintain of adsminitratration regulates the adsminitration to runs smoothly and private benefit that are needed for the community Jakenan village.

## **1.2 Statement of the Problem**

Based on the reason above the problems mentioned in this paper are:

1. What kinds of file are found at Jakenan Village Office?
2. What is the procedure of filing at Jakenan village office ?

## **1.3 limitation of the Problem**

Problems will be limited on the kinds of files at Jakenan Village Office and the procedure of filing at the office especially for incoming and out going letters.

## **1.4 Objective of the Study**

The objective of the study is to describe the procedure of filing at Jakenan village office.

## **1.5 Significances of the Study are :**

The significan of study.

1. For the writer.
  - a. The writter can enlarge knowledge about filing at Jakenan village office.
  - b. To get job experience at filing at Jakenan village office.

2. For the Instation.

The study can also be evaluation about filing at Jakenan Village Office.

3. For the University.

The paper can be used as reverence for the students about filing system.

### 1.6 Implementation of the Study

The study was conducted for a month ( from February 21, 2011 to March 3, 2011 ) The activities the writer did during the study are :

DAY	DATE	ACTIVITIES
Monday	21- February - 2011	Receiving explanation working procedure of the organizational structure of village goverment.
Tuesday	22- February – 2011	Receiving the explanation of goverment head Jakenan village.
Wednesday	23- February- 2011	Observing kinds of agenda book of incoming letter, outgoing letter.
Thursday	24- February – 2011	Observation of incoming letter from other agencies for the office of village in Jakenan Village Office.
Friday	25 – February – 2011	Continuing observation of incomimng letter from other agencies for the office in Jakenan village office.

Saturday	26 – February - 2011	Observation outgoing Letter at Jakenan Village Office.
Monday	28 –February – 2011	Interviewing the head of village about system of administration and management of incoming letter in Jakenan village office.
Tuesday	1 – March – 2011	Observating the procedure filing of village administration letter
Wednesday	2 – March – 2011	Continuing observating the procedure filing of village administration letter.
Thursday	3 - March - 2011	Interviewing the head of the village about hostory of Jakenan village office.

## **1.7 Method of data collection.**

In this paper the writer used several methods. The methods used in collecting the data are:

### 1. Observation.

Observation is direct examination to the precise object.

( Keraf, 1994 : 162 )

By using this method the writer observed the procedure of the filing at Jakenan village office.

### 2. Interview.

Interview is collection data or gathering information by giving question to the person who has responsible for the subject matter.

( Keraf,1994 : 161 )

In this method,the writer interviewed the head Office of Jakenan Village.

### 3. Library Research.

Library research is collecting data by studying document and book related to the object of the study. In this method,writter read the book 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 reason for choosing the title, statement of the problem, objective of the study, significances of the study, implementation of the study, method of data collection, and paper organization.

Chapter II: Literature Review. this chapter consists of definitions of procedure, definition of archives, definition of filing system, definition of village head.

Chapter III: History of Jakenan Village Office. this chapter consists of Organizational structure of Jakenan village office , job describtion, procedure of filing at Jakenan village office.

Chapter IV: Conclusion and Suggestion. this chapter consists of conclution and sugestion.

## **CHAPTER II**

### **LITERATURE REVIEW**

#### **2.1 Procedure**

According Mukiyat ( 1984 : 194 ) the procedure is a series of task interconnected which is a sequence according to time and manner to carry out and certain work to be done the procedure is an important plan in each section of the company.

#### **2.2 Archives**

Archieve is a collection of structured than a handwritten materials, certificates, lists, letters, etc. Relating to the history or development of a country, region or city, institution, association or family.

( Prof. Mr. AG Prianggodigdo & hasan Shadily 1973 )

#### **2.3 Filing System**

Filing system is one of the main archives of archives filing can mean a proceses of creason, the collection maintance, regulation, supervision, preparation and strong. Systematic manner ot method so that it easly slop quickly and accurately can be found again at any time if needed appropriate strong system including:



1. Alphabetic system is a system and the rediscovery of the letter alphabetical order system problem strong system and re- invention according to the main content or subject of the letter.
2. Number is the numbering system contained in a folder.
3. Strong system is dated latter by date, day, month or year date code letter used.
4. Areas of strong system is base on the area receive.

Where space the work , the seat of leadership service agencies and so forth. In the english office has the meaning that is a place to provide ( service ) position, or space the workplace while in practical office on who needs it.

Village Government according Dra source saparin in his book “ Governance and administration village government of the village is a symbol community unity formal than village. Village Government held under the leadership of village chief and his aides representing the villagers in order to link to the outside and into the community concerned.

Village Government has the task or fostering rural community life, foster rural economy, maintain peace and order in rural society, to reconcile discord in the village, propose draft regulations define the village and the village regulations regulations together with the duties consultative body .

While understanding the government of local regulation on village by government organization manual which state that the government of the village is the village head and village device.

*According to local rule No. 7 on the status finance head of village and the village article 1 number 7 is the village chief was the leader of the village government. While according to article 1 of the number 8 is the device village is the element of technical staff who perform services and / or assist the Village head in carrying out its duties and obligation.*

#### **2.4 Village Head**

Village Head is the head of village governance based on policies determined along with the Village Consultative Body. The term of office is 6 years old village chief, and may be extended again for one more term. Village heads also have the authority to set rules that were approved along with the Village Consultative Body

## CHAPTER III

### THE HISTORY OF JAKENAN VILLAGE OFFICE

#### 3.1 The History of Jakenan Village Office

The History of Jakenan village Office is based on:

Legal Basis:

1. Law No 5 1979 on: Village Government

chapter I Article I letter a: Village is an area that is occupied by a group of people as the unity of society including the legal community that have a unity government organizations directly under the subdistrict head and the right to organize their own households in the terytority of the unitary of indonesia.

2 .The registration of Domestic Affair minister No. 1 1981 on: Organizational Structure and Administration of the Village Administration and Village Devices chapter II , article 6 :

- a) village secretary acts as the assistant chief of staf element of the village.
- b) Secretary has the task of organization public administration development and to make administrative services to the village head.
- c) Village secretary has to be responsible for
  1. Affair corespondence letter, filing and report.
  2. Financial affair .
  3. Goverment administration development and society affair .

Village Decision No 1 / 1982 on: Development Jakenan Village Head Office  
From both of the laws talked for village goverment create / build a community center  
village (Village Head Office) with Jakenan village Decree No. 1 / 1982 on the  
Construction of the Jakenan village head office with cost sources of Non Govermental  
Organizations and auction result Bondo Village Prior to the village head's office to do  
community service at the village headman's house by village secretary.

### **3.3 Job Description**

1. The duties of head Village is to : conduct affairs of government, and social community development. In carrying out his duties mentioned above, the Head Village has the authority:
  - a. Leading the implementation of village government based on policies termite along with the Village Consultative Body.
  - b. Submitting the draft regulation of the Village.
  - c. Implementing Regulations which have been approved along with the Village Consultative Body.
  - d. Fostering the life of rural communities.
  - e. Coordinatin participatory rural development.
  - f. Representing his village inside and outside the court and may appoint to represent him in accordance with laws and invitation.
  - g. Fullfiling other authority in accordance with laws and regulations.
2. The duties of village consultative body :
  - a. Protect, namely preserving customs that live and thrive in the village along the support continuity of development.
  - b. The legislature is to formulate and establish village regulations together with the Goverment of the village.
  - c. Supervision, which included overseeing the implementation of village retribution budged revenue and expenditure village and chief decition.
  - d. Holding and community aspiration received and disbursed to the officer or relevant.

- e. Together to form government village regulations.
- f. Together with the village chief to set the village budget.
- g. Provide advice and consideration to the village government to plan inter-village agreements with third parties and the formation of Village-Owned enterprises.
- h. Empower communities and institutions in the village and develop the potential of natural resources and preserving the environment.
- i. Making the provision Village Government report to the Regent through the head once a year and to report the term office.
- j. Creating report accountability statement to the Village Consultative Body information the organization of village government report to the public.

### 3 The Duties Villages secretary :

- a. Prepare annual work program the village.
- b. Prepare a report on the implementation of Village Government.
- c. Implementation founding and administration or administrative village government.
- d. Implementation the coordination of activities carried Tool Village, and gather the preparation village sets, Regulation Village Chief, Village Head Decision, annual report Accountability and end tenure.

### 4 The duties Head of Public Affairs and Administration:

- a. Carry out equipment and inventory of village affairs.
- b. Manage in the implementation of village meetings.
- c. Doing business correspondence, filing and expediting.
- d. Perform in other tasks given the Village Head.

### 5 The duties of Chief of Financial Affairs:

- a. Receive, save and spend money the village.
- b. Taking care of financial accountability for the use which has been issued.
- c. Gather materials and prepare reports on the financial sector.
- d. Performing other task given Village Head.

6 Duties of Development Head Section:

- a. Collection Prosession evaluation data in economy and development.
- b. Providing guidance in the field of cooperatives, economic activities in order to improve people's economic life.
- c. Performing service to the community in the field of economy and development.
- d. Performing the tasks given by the village chief.

7 Duties of section head of Government:

- a. Collecting, procession and evaluating data in the field of government.
- b. Conducting field services to Society government.
- c. Assisting the implementation and the monitoring of the implementation of the election.
- d. Formatting the implementation of the tasks in the field of demography and administration.
- e. Carrying out the tasks given by the village chief.

8 Duties of Chief of section of welfare :

- a. Collecting, process and evaluate data in the field of public welfare.
- b. Providing guidance in the field of religious, health, family planning, and community education.
- c. Performing service to the community in the field of public welfare.

- d. Fostering a collection of zakat, infaq and shodaqoh.
  - e. Performig the tasks giving the Village Head.
- 9 Duties of sub village chef :
- a. Carrying out the Village Head in leadership, governance, development and social as well as peace and order in the working area.
  - b. Implementing, regulation sub village the working area.
  - c. Implementing policies of Village Head.
  - d. Performing the duties of the Head of Public Affairs and Administration the book of administration.



### **3.4 Procedure of filing at Jakenan Village Office**

There are kinds of file found at Jakenan village office

There are incoming letter and outgoing letter

3.4.1 Incoming Letter is letter from another office addressed to the offices.

Procedure of filing incoming letter :

#### 1. Sorting mail

The first step performed by the Admissions Letter mail is another sorted. The letter can be sorted by:

##### a. Organization Unit

The letters are grouped according to purpose of the letter, namely to the leadership and the organizational unit where the letter was addressed.

##### b. Kinds

The letters are grouped according to the group on official letter, notes, current accounts, personal letters, official letters, registered mail, and so.

##### c. Classification

Further sorting, especially official letters are grouped according to the letter if very soon (must be received within 1 x 24 hours), the letter promptly (received a maximum of 2 x 24 hours), and the usual (maximum of 5 days to be received).

##### d. Qualifications

Further letters are grouped according to the letter is confidential (code SR = endangering the safety of the state), a secret letter code (R = caused state losses), a limited mail / confidential (code K = known only to certain officials), regular mail, (code B)

e. Urgency

The letters are grouped telax, fax, telegram, radiogram, telegram. Such grouping is meant to help facilitate the further handling. It in addition it can be seen where the letter should be delivered, but also can be known letters that delivery should take precedence.

2. Opening the cover

After the letters were sorted as above, subsequent to opening the cover. All letters are opened carefully bound except conditional and personal papers.

- a. The letter is bound in a closed a longated, should be opened with a knife. The trick is put the letter on the table, the concluding part of the envelope at the top. Superimposed on the letter with his left hand and insert the blade into the lid cover, then slide a knife to cut the lid.
- b. Cover letter be sure to mail in the not to cut The cover is closed widening, should be opened with scissors. Slide your cover letter is in the direction of the part that will not be cut. The trick is steadfast in the envelope, then jerk Snap slowly to the table. Hold the letter with his left hand, then using the right hand, cut the tip of the envelope with scissors.
- c. Currently available tools are driven opener electronically enter the employee only the tip envelopes to be opened, place slowly and be sure not to damage the letters in it. Such a device would open the envelope the letter easily and quickly.

3. Removing the letter from cover

The next step is issuing letters of each of the cover has been opened. Issuing of the cover should be done with caution lest the letter was torn or ripped because there is a possibility that letter is still concerned. Either way, do as follow :

- a. To open the cover letter that extend exposed area with thumb both hands, and take a letter from the cover with the fingers of his right hand. Make sure that is in the cover letter has issued.
  - b. To widen the cover letter, press both sides of the cover with the fingers of your left hand up to the former cut it open. Turn the envelope to the former cut it at the bottom, then grab ah letter from the inside cover. Ensure that all contents have been issued with good cover not to get left behind.
4. Reading of letter

The letters have been issued by its cover, then read and examined whether these letters have no address it or not, whether the letters were addressed to the leader or directly to the officer or unit that handles the problem, whether the letters were no attachments or not, whether the letter was composed of one or more sheets and other reserach that has to do with the letter.

If there is an address inside the letter the envelope can be separated and when no address it, the cover letter should be attached to the letter by using a *stapler*. Next investigated whether the letter to the leader or official or unit that handles the problem. In addition, the letter was investigated whether there is atachment or not. If any to be matched with a caption, and if it was not appropriate attackments, to note that the attachments are not the same.

Like wise, if the letter consists of more than one sheet, in order sought not to separate between a single sheet with another sheet.

## 5. Recording the Letter

The letter was processed as described above, then recorded in the agenda according to the classification and qualification of each letter. Below are examples of column into the agenda book incoming letter.

Filing	Date and	Serial	Return	Attachment	Contents	Explain
Date	Code	Number	address		Disposition	
Inbox	Number	Agenda				
	Inbox					

Recording of the letter is necessary to facilitate control of the letters. Recording of incoming mail at the agenda book starts from number one in January and ends the last number in one year, the last number on December 31. Recording of incoming mail is always done in every place removal and storage.

## 6. Distributing Letter

After the letters are recorded in agenda book or the control card as mentioned above, then the letters were sent to the destination by the letters. Letter to the leadership of the secretary leadership and submitted to the secretary of the letters to unit intended by the letter, delivered to the clerk or secretary of the officials concerned. For shipping, do more recording with shipping books or books expedition. Clerk or secretary leaders who received the letter should put the receipt on the expedition book

3.4.2 Outgoing Letter is letter from the office addressed to other offices.

Procedure of filing outgoing letter :

1. Drafting

The first activity in the handling of outgoing mail is making the concept. There are concept few thing that can help you draft a letter well, that is :

- a. Goal setting. The point is that before making the concepts of the letter begins, must be known in advance the purpose of making the letter. As for reply to mail order. By knowing this purpose will be known the contents and kinds of letters that will be made.
- b. Provide the necessary supplementary information. By knowing the contents and kinds of letters that will be create, can be prepared the required supporting information for the letter to be made can be prepared in advance. It certainly would simplify the process of drafting the letter.
- c. Knowing the candidate receiving the letter. Candidate receiver needs to know as well. This will greatly help in choosing words and language are suitable for use in a letter that will be created Letter in conceptualizing a must be arranged so that the concept has been able to reflect the actual letter. The point should already be able to reflect such a good letter, which has been described previously.

2. Approving the draft .

Once the draft is finished must first be approved by the party responsible for the letter. In case this is usually the person who will sign the letter. For the letter which involves more than one party or departement within an organization. Is usually the concept will be prior to earlier.

As a sign of approval of that concept, then the officials concerned of the letter will put on the concept the concept of the concept the letter.

### 3. Giving number

Once the concept is approved, the concept will be completed or be numbered letter. One to consider in the manufacture or provision of letters numbers should be clear, simple and easy to understand and keep its shape. Number letter is usually a combination of numbers and since code-specific code, for example.

231/K/Ps/IX/08, which means:

- 231 = serial number of letters
- K = outgoing mail
- Ps = code for mail order
- IX = month of manufacture of the letter
- 08 = year of manufacture letter

### 4. Typing the draft

After the draft of letter are numbered letters, and then typed. In the process of typing this, it will usually do the following things:

- investigated whether all requirements have been fully
- see how many copies are needed
- prioritize the more important of typing the letter first, in terms of delivery time and its contents.

After the above activities studied, began the process of repetitive typing. In the process of typing this letter to note that the shape should be uniform, in accordance with existing rules on the organization concerned.

After the letter was signed the next step is given a rubber stamp organization, namely the left of the signature and the signature of some person who is directly responsible to the letter in question.

5. The signing of the letter

Once the concept of typed letters and equipped with all the completeness of the letter was ready to sign. The definition of completeness here are among others the envelope, appendices and so on.

6. Giving rubber stamp organization

After the letter was signed the next step is given a rubber stamp organization, namely the left of the signature and the signature of some person who is directly responsible to the letter in question.

7. Recording outgoing mail

The next step is the recording of a letter on the Agenda Book Outgoing Mail. Recorded is the sequence number, date, purpose of the letter, subject, number of letters, attachments, from letters and statements.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### Conclusion and suggestion

##### 4.2 Conclusion

Based on discussion it can be concluded that:

The procedure of incoming letter at Jakenan village office are sorting mail, opening the cover, removing the letter from the cover, reading the letter, recording the letter, distributing the letter .

The procedure of outgoing letter are drafting, approving the draft, giving the letter, giving rubber stamp organization, recording outgoing mail.

##### 4.2 Suggestion

Based on writer's experience at Jakenan Village Office so suggestion that Jakenan that the writer could give are stated as follows:

It would be better if the letter recording is not only in agenda book, but also in computer because it will be more practical, faster and easier to find Jakenan Village Office has good Filing of receiving but it better if is improved.



## **BIBLIOGRAPHY**

Mukiyat ( 1984 : 194 ) Devinition of Procedure, Organizer of Body central Java, Semarang.

Prianggogdo Prof . Mr.AG & Shadaly hasan Encyclopedia of Public London Canisius 1973.

Amsyah Zulkifli, 1992. Prosedure of Office London Gramedia.

Basuki Sulisty, 1996 Devinition of village head in village Universitas terbuka Jakarta.

Different Document About Filing System and Function in Government.

Arrangement of Low archives RI. Dra A.W Widjaja Jakarta Rajawali Press 1990.

