THE ADMINISTRATION STORAGE SYSTEM

IN WIDYA MANGGALA VOCATIONAL SCHOOL

PROJECT PAPER

By :

NOPITA SARI PANGARIBUAN
1622130006

ENGLISH LANGUAGE PROGRAM OF DIPLOMA THREE
FACULTY OF LETTERS
UNIVERSITAS KRISTEN INDONESIA
JAKARTA
2020

THE ADMINISTRATION STORAGE SYSTEM

IN WIDYA MANGGALA VOCATIONAL HIGH SCHOOL

Submitted to the Faculty of Letters Universitas Kristen Indonesia to fulfill one of the

Requirements to Complete the English Language Program of Diploma Three

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2021

DECLARATION OF THE ORIGINALITY

I, the undersigned:

Name   : Nopita Sari Pangaribuan

Student Number   : 1622130006

Study Program   : Diploma -3 Bahasa Inggris

Faculty   : Sastra Universitas Kristen Indonesia

Do declare that this project paper which I have written is my own work; it is not the work or thinking of the other people which I have taken and declared as my own work. In the future, if it is proven that in writing this project paper I have copied or plagiarized the work of the others, I am ready to accept sanctions that have been determined for that behaviour.

Jakarta, August 20th 2020

Declared by,

Nopita Sari Pangaribuan

1622130006

i

APPROVAL SHEET

This is to certify that the project paper of Nopita Sari Pangaribuan 1622130006 entitled The Administration Storage System in Widya Manggala Vocational School has been approved by the project paper advisor at Faculty of Letters Universitas Kristen Indonesia

Jakarta, August 20th 2020
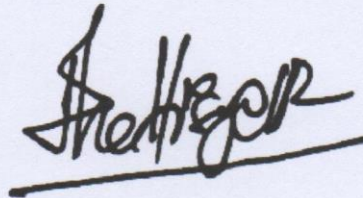
Advisor

(Devi Melisa Saragi, S.S., M.A)
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SHEET OF ATTESTATION

This is to certify that the *project paper* of Nopita Sari Pangaribuan (1622130006) entitled The Administration Storage System in Widya Manggala Vocational School has been approved by the project paper advisor.

Jakarta, August 20th 2020

Advisor

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ACKNOWLEDGEMENT

Praise and deep gratitude to Allah SWT for His abundance of grace and guidance so that the writer can complete the project properly entitled: The Administration Storage System In Widya Manggala Vocational School. This project paper is a requirement for achieving a Diploma 3 of English Language, Faculty of Letters, Universitas Kristen Indonesia.

The writer would like to say thank you profusely for all the help and support that has been morally and materially given that made the writer finally face and overcome the difficulties and obstacles so this project paper could be completed. On this occasion, the writer would like to express gratitude to:

1. Susanne A. H. Sitohang S.S., M.A. as Dean of Faculty of Letters, Universitas Kristen Indonesia.

2. Jannes Freddy Pardede, S.S., M.Hum. as Vice Dean of Faculty of Letters, Universitas Kristen Indonesia.

3. Devi Melisa Saragi, S.S., M.A. as Head of Diploma 3 Bahasa Inggris, Faculty of Letters, Universitas Kristen Indonesia and project paper advisor who has given direction in the preparation of this work.

4. Beloved Parents of the writer who always provides both material and non-material support and always gives their prayers of love so that the writer is able to undergo and complete this project paper.

5. Family of the writer who have provided moral support and motivation to the writer during the preparation and completion of this project paper.

6. Ira Andriyani who always gave support each others and give motivation to complete this project paper.

7. The Students of 2016 Batch in Faculty Of Letter who have provided entertainment and motivation and all names who could not be mentioned one by one by the writer that has involved a lot of help.

The writer realizes that this project paper has not been perfect. Therefore, the writer is very open to all forms of constructive criticism and suggestions. Hopefully this report can be useful generally for those who need it.

Jakarta, August 20th 2020

Penulis

ABSTRAK

Nama	: Nopita Sari Pangaribuan
Program Studi	: Diploma -3 Bahasa Inggris
Judul	: Sistem Penyimpanan Administrasi di SMK Widya Manggala
Pembimbing	: Devi Melisa Saragi, S.S., M.A.

Penyimpanan arsip merupakan sesuatu yang sangat penting dan tidak bisa dipisahkan dalam manajemen sebuah organisasi maupun instansi. Kegiatan penyimpanan arsip dilaksanakan juga dalam hal mendukung kelangsungan hidup sebuah lembaga. Tulisan ini bertujuan untuk membahas penyimpanan arsip yang ada di SMK Widya Manggala yang menjadi rumusan masalahnya adalah 1) Bagaimana penyimpanan arsip di SMK Widya Manggala? 2) Apa saja faktor yang menyebabkan penumpukkan arsip di SMK Widya Manggala ? Metode pengumpulan data dalam penulisan ini ialah observasi dan wawancara. Dalam hal ini, yang menjadi informan adalah ibu Ira Andriyani, S.Pd selaku Kepala Tata Usaha di SMK Widya Manggala. Dalam Penulisan Tugas Akhir ini dapat disimpulkan bahwa sistem penyimpanan arsip yang ada di SMK Widya Manggala yaitu masih menggunakan sistem penyimpanan arsip yang efektif yang menghasilkan dokumentasi dan penyimpanan arsip secara elektronik.

Kata Kunci: *penyimpanan arsip, faktor*

ABSTRACT

Name   : Nopita Sari Pangaribuan
Study Program   : Diploma -3 Bahasa Inggris
Title   : The Administration Storage System in
                             Widya Manggala Vocational School
Advisor   : Devi Melisa Saragi, S.S., M.A.

Archive storage is something very important and cannot be separated in the management of an organization or agency. Archive storage activities are also carried out in terms of supporting the survival of an institution. This paper aims to discuss the storage of archives at Widya Manggala Vocational High School, which formulates the problem: 1) How is archive storage at SMK Widya Manggala? 2) What are the factors that cause the accumulation of archives at SMK Widya Manggala? Data collection methods in this writing are observation and interviews. In this case, the informant was Ira Andriyani, S.Pd, as the Head of Administration at SMK Widya Manggala. In this Final Project Writing, it can be concluded that the archive storage system in SMK Widya Manggala is still using an effective archive storage system that produces documentation and electronic archive storage.

Keywords: *archive storage, factor*

TABLE OF CONTENT

LIST TABLES