

ABSTRACT

Effective manual archiving plays a crucial role in supporting the smooth operation of school administration. This study aims to optimize the manual archive management system at SMP Negeri 2 Tanjung Batu, Ogan Ilir Regency. Initial observations revealed several issues in the school's filing system, including a lack of organization, difficulty in retrieving documents, and the absence of a standardized classification system. Using a qualitative descriptive approach, data were collected through interviews, documentation, and direct observation of the school administration's daily activities. The results show that optimization can be achieved by implementing a more structured filing system, using a simple classification code, and providing training for administrative staff. In addition, the consistent use of incoming and outgoing mail logbooks has proven to enhance documentation efficiency. This optimization positively impacts the speed of administrative services and ease of document retrieval. Therefore, a well-organized manual archive management system not only improves the effectiveness of administrative staff but also strengthens overall school administrative governance.

Keywords: manual archiving, optimization, school administration, SMP Negeri 2 Tanjung Batu, administration office.