

ABSTRAK

Penelitian ini dilakukan di Bank Sumsel Babel Cabang Kayu Agung dengan tujuan untuk mengetahui dan mendeskripsikan optimalisasi sistem penyimpanan arsip berdasarkan perihal dan tanggal pada bagian Administrasi Umum dan Akuntansi. Arsip merupakan sumber informasi penting yang mendukung kegiatan administrasi, pelayanan, serta pengambilan keputusan dalam perusahaan. Berdasarkan hasil pengamatan awal, sistem penyimpanan arsip yang ada masih menghadapi beberapa kendala, seperti penataan dokumen yang belum sepenuhnya terstruktur, keterbatasan ruang penyimpanan, serta lamanya waktu yang dibutuhkan dalam proses pencarian kembali arsip. Kondisi tersebut menyebabkan kegiatan administrasi menjadi kurang efektif dan efisien. Metode penelitian yang digunakan adalah metode deskriptif dengan pendekatan kualitatif. Teknik pengumpulan data dilakukan melalui wawancara, observasi, dokumentasi, dan studi kepustakaan. Analisis data dilakukan secara deskriptif menggunakan pendekatan studi kasus dengan metode 5W+1H (What, Who, Where, When, Why, dan How) untuk memperoleh pemahaman yang lebih mendalam mengenai sistem penyimpanan arsip yang diterapkan. Hasil penelitian menunjukkan bahwa optimalisasi sistem penyimpanan arsip dilakukan dengan mengelompokkan dokumen berdasarkan perihal dan menyusunnya secara kronologis berdasarkan tanggal. Selain itu, dilakukan pemberian kode dan label pada map, ordner, serta box file untuk mempermudah identifikasi dokumen. Penerapan sistem tersebut terbukti mampu mempercepat proses penemuan kembali arsip. Sebelum dilakukan optimalisasi, waktu pencarian arsip membutuhkan sekitar 6–7 menit, sedangkan setelah dilakukan optimalisasi waktu pencarian dapat dipersingkat menjadi sekitar 45 detik. Sistem ini juga membantu meningkatkan kerapian penyimpanan dokumen, mengurangi risiko kehilangan arsip, serta mendukung kelancaran kegiatan administrasi perusahaan. Berdasarkan hasil penelitian dapat disimpulkan bahwa optimalisasi sistem penyimpanan arsip berdasarkan perihal dan tanggal di Bank Sumsel Babel Cabang Kayu Agung telah berjalan dengan baik dan mampu meningkatkan efektivitas serta efisiensi pengelolaan arsip dalam mendukung kegiatan operasional perusahaan.

Kata Kunci: Optimalisasi Arsip, Sistem Penyimpanan Arsip, Perihal dan Tanggal, Kearsipan.

ABSTRACT

This study was conducted at Bank Sumsel Babel Kayu Agung Branch with the aim of identifying and describing the optimization of the filing system based on subject and date in the General Administration and Accounting Department. Archives are an important source of information that supports administrative activities, services, and decision-making processes within the company. Based on preliminary observations, the existing filing system still faced several obstacles, including document arrangement that was not fully organized, limited storage space, and the lengthy time required to retrieve archived documents. These conditions reduced the effectiveness and efficiency of administrative activities. The research employed a descriptive method with a qualitative approach. Data were collected through interviews, observations, documentation, and literature studies. Data analysis was carried out descriptively using a case study approach and the 5W+1H method (What, Who, Where, When, Why, and How) to gain a deeper understanding of the filing system implemented in the company. The results showed that the optimization of the filing system was carried out by grouping documents according to their subject matter and arranging them chronologically based on date. In addition, codes and labels were assigned to folders, binders, and archive boxes to facilitate document identification. The implementation of this system proved effective in accelerating the document retrieval process. Before optimization, archive retrieval required approximately 6–7 minutes, while after optimization the retrieval time was reduced to approximately 45 seconds. The system also improved document organization, reduced the risk of archive loss, and supported the smooth operation of administrative activities within the company. Based on the findings, it can be concluded that the optimization of the filing system based on subject and date at Bank Sumsel Babel Kayu Agung Branch has been implemented effectively and has improved the efficiency and effectiveness of archive management in supporting the company's operational activities.

Keywords: Archive Optimization, Filing System, Subject and Date, Records Management.