

## **ABSTARCT**

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### **PROCEDURES AND MANAGEMENT OF INACTIVE DATA ARCHIVES AT THE MINISTRY OF AGRICULTURE REPUBLIC INDONESIA**

*Internship is one of the requirements for graduation at Pembangunan Jaya University. Practitioners carry out an internship at the Ministry of Agriculture Republic Indonesia. The purpose of this internship is that the practitioner can implement the theories obtained during lectures. While carrying out internship at the Ministry of Agriculture Republic Indonesia, Practitioners are placed in the Secretariat General of General Affairs and Procurement, Archives and Administration section in the Archives Sub Division. Practitioners have the opportunity to carry out filing and inputting inactive archive files from the transfer archives of the Bureau of Foreign Cooperation. The benefit that the Practitioners get from this internship is the overview work and a soft skills experience, such as teamwork.*

**Keywords: intership, archives and administration sub-section, teamwork.**