

ABSTRACT

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PENGELOLAAN ARSIP DENGAN MENGGUNAKAN SISTEM NOMOR DI KANTOR BRI UNIT CISEENG

This writing is about archive management at the BRI Unit Ciseeng office using a number system to systematically find out the flow of archive management used by the BRI Unit Ciseeng office,. The method of writing in this final project uses the method of Observation and Library Research. Based on the data, there are several obstacles faced when storing archives, namely archive arrangement obstacles, storage obstacles, borrowing obstacles, archive retrieval obstacles, maintenance obstacles and archive depreciation obstacles. To reduce the obstacles that occur, several things can be done, namely adding special human resources for archive management, even if archive experts need to add archive space and make a schedule for archive management to make it more organized.

Keywords: Archives, Archive storage system, System numeric