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IDENTIFY THE PROBLEM

PT. Batam Jaya Propertindo experienced problems regarding the management of records on the Final Income Tax withholding proof Article 4(2), 15, 22/23. namely:

- Lack of orderly awareness of archives leads to poor handling of archives
- The unclear classification system of archives makes it difficult to rediscover archives
- The load of archival equipment is not ideal to cause damage to archives to the loss of records
- The increase in archive volume causes archive places that no longer fit
- No archivists cause poorly maintained archives
- Coordination has not been maximized leading to inefficient archival planning

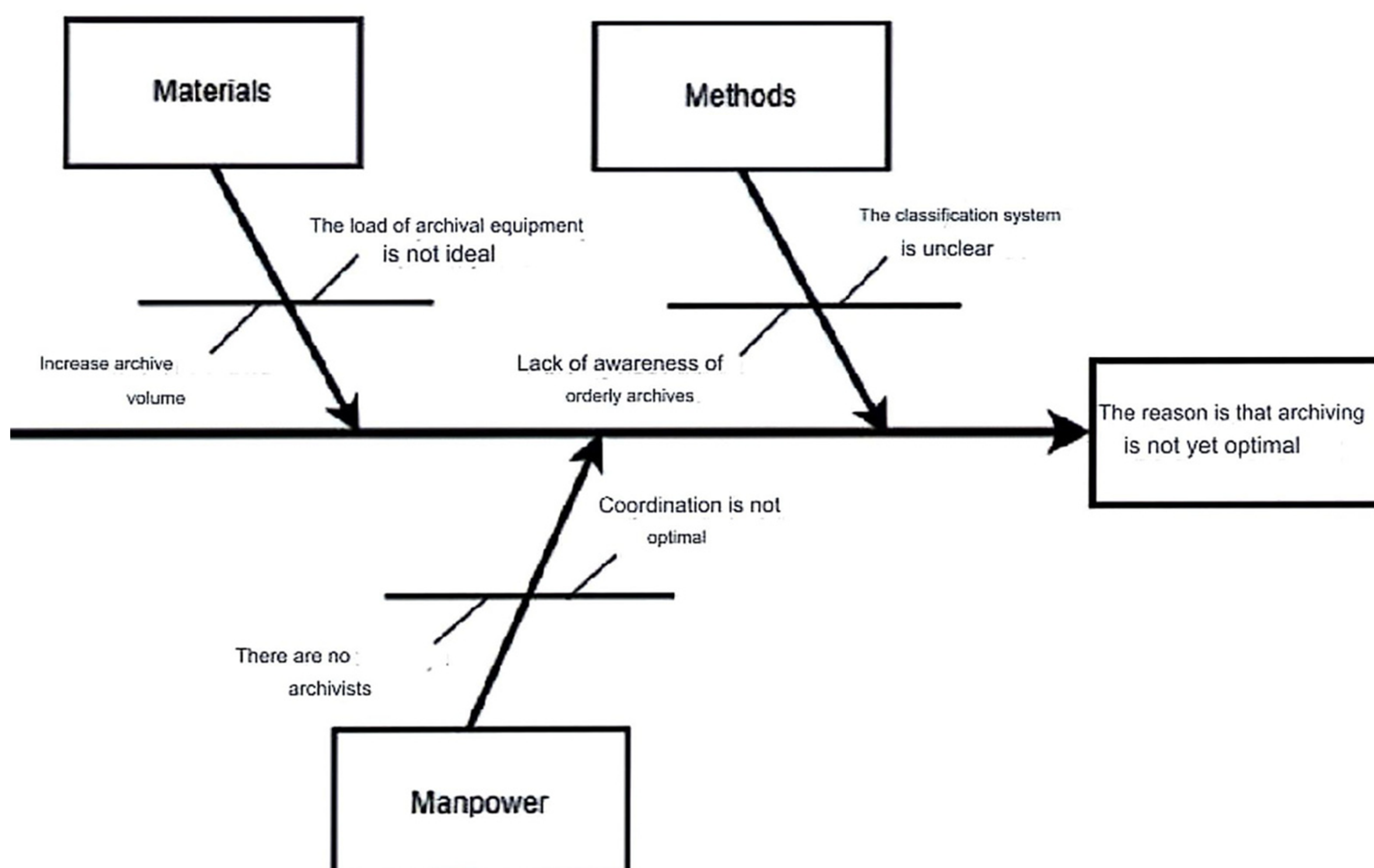
THEORY/LITERATURE REVIEW

Based on Law Number 43 of 2009 which explains archives, it is written that archives are a form of recording activities or events in various forms and media for the development of information and communication technology made and accepted by state institutions and other institutions such as local governments, educational institutions, companies, political organizations, to communities and individuals.

According to Sedarmayanti (2008), archives are not just paper, but archives are all objects obtained by organizations or institutions as evidence of organizational functions, goals, work processes and other government activities, or because of the importance of the data contained therein. It can be said that archives can also be photographs, map images, books, sound recordings, films, and other documents.

According to Murnawan (2014), Fishbone This is one way of improving quality discovered by Japanese scientists in the 1960s. Dr. Kaoru Ishikawa is a scientist born in Tokyo, Japan in 1915 and is also an alumnus of Chemical Engineering at the University of Tokyo, Fishbone is a quality control tool used to detect problems that occur in the company. Fishbone is used in its application to identify factors that are problematic. Therefore, existence Fishbone can trigger continuous exploration so that the root of the problem can be found in the company.

SOLUTION



ALTERNATIVE PROBLEM SOLVING

Factors Causing Problems	Solusition
1. Methods a.) Lack of awareness of <u>ordely</u> archives b) Classification system is not clear	For Companies: Conduct training regarding the importance of archives For Writers: Creating a clear and correct classification design
2. Materials a.) Loading of archival equipment is not ideal b) In crease in archive volume	For Companies: Procurement of new archival equipment, namely filling cabinets, filling drawers, and folders For Writers: <u>Desig</u> archive retention schedules and archival equipment maintenance mechanisms
3. Manpower a.) There are no archivists b) Coordination is not optimal	For Companies: Determine a good filling system and disseminate it to parties interring at the company For Writers: Coordinate thorough planning regarding archives

CONCLUSION

By The results of the discussion can draw conclusions, namely the implementation of archive management which is still not good and unsystematic. Such as archives that have not been classified according to the floor number tenantname tenant, date and year, lack of archive storage and the absence of archivists. Because of these problems, the rediscovery of archives takes a long time and other work is disrupted.

ADVICE

Based on the conclusion above, it can be suggested that the company is expected to be able to review and implement appropriate archive storage procedures. Estimating and adding archive storage facilities in accordance with the capability of the number of archives and developing archive management procedures, where each archive management activity is in accordance with appropriate procedures and procedures so that archive management activities can run effectively and efficiently. The company also needs to determine a good filing system and be socialized to the interns at the company so that the archiving can be managed properly.