

## ABSTRACT

**Murtin Yamin Suaib.** SN: 211408074. *“File Records Procedure at SMP Negeri 3 Paguyaman, Boalemo”*. Study program of Economy Education. Department of Economy Education. Gorontalo State University. Supervisor: Drs. Maha Atma Kadji, M.Si. Co-Supervisor: Meyko Panigoro, S. Pd, M,Pd.

This thesis is discussed about “File records procedure at SMP Negeri 3 Paguyaman. Methodology of the study is qualitative method. It means that the data will be discussed descriptively. Technique of collecting the data is using observation, interview and documentation. This method was done to reach the objectives of the study.

The result of the study reveals that file records procedure at SMP Negeri 3 Paguyaman was good enough, but there are some things that need a lot of attention such as recording archives based on category, saving it at the filling cabinet, and giving marks or symbol in each document that is saved at the filling cabinet.

Based on the result of study, it can be suggest that firstly, to the head master should prepare the person who will record the archives in managing the archive at File records procedure at SMP Negeri 3 Paguyaman. Secondly, to the head of Department of Education and the related institution should arranging training about file records procedure at school so the file record procedure will be maximal. Thirdly, to the teacher and administration staff should pay more attention how to record file correctly.

Keywords: *procedure and file records at SMP Negeri 3 Paguyaman*

