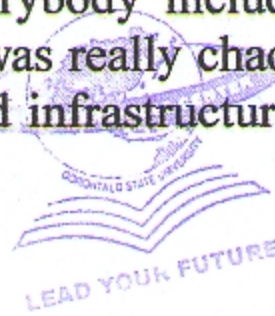


## ABSTRACT

**Kasmad A. Utiahman.** 211408067. *File Storage System at SMP Negeri 1 Paguyaman, Paguyaman Regency, Boalemo.* Supervisor: Drs. Maha Atma Kadji, M.Si., Co-supervisor: Robiyati Podungge, S.Pd, M.AP.

The objective of this study is analyzing about how the file storage and arrangement system is at *SMP Negeri 1 Paguyaman*. Methodology of this study is descriptive qualitative and analyzed by using descriptive analysis. The result of the study is the file storage system at *SMP Negeri 1 Paguyaman* was arranged well but there are some obstacles. The main obstacles to storage and arrange the file is the process itself, administration staff skills, and lack of infrastructure such as storage room and file cupboard. Moreover, the main problem from all is the lacking of skill of the administration staff in that school. This chaos caused by there is no job description to the administration staff so everybody including teacher can archive the file. The job description in this school was really chaotic. It can be recommended that the quality of human resources and infrastructure in this school should be improved.

*Keywords: file system*



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