

INTISARI

Pengurusan Surat di Sentral Penerima Surat Kementerian Perhubungan Republik Indonesia

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Laporan Tugas Akhir yang berjudul Pengurusan Surat di Sentral Penerima Surat Kementerian Perhubungan Republik Indonesia merupakan hasil praktik kerja yang dilaksanakan di Sentral Penerima Surat Kementerian Perhubungan Republik Indonesia. Pengurusan surat di SPS Kementerian Perhubungan menggunakan asas gabungan.

Pembahasan pada laporan ini dimulai dari jenis, volume dan kondisi surat surat, prosedur pengurusan surat masuk dan prosedur pengurusan surat keluar, dan sarana prasarana dan kendala yang digunakan di Kementerian Perhubungan Republik Indonesia. Metode pertama yang digunakan untuk memperoleh data pada laporan ini adalah studi pustaka, observasi partisipasi dan wawancara. Studi pustaka merupakan metode pengumpulan data yang diarahkan kepada pencarian data dan informasi melalui dokumen. Metode kedua yang digunakan adalah observasi partisipasi dalam pengurusan surat di Kementerian Perhubungan Republik Indonesia. Metode yang terakhir yang digunakan adalah wawancara. Dalam metode ini cara memperoleh data dengan cara melakukan wawancara dengan staff yang berada di Sentral Penerima Surat Kementerian Perhubungan Republik Indonesia.

Kesimpulan dari Laporan Tugas Akhir ini adalah kegiatan pengurusan surat di Kementerian Perhubungan Republik Indonesia sudah baik dengan alur yang sudah dilaksanakan dari penerimaan surat masuk hingga pendistribusian, surat keluar dan teleks masuk, sistem yang dipakai sesuai dengan Peraturan Menteri Perhubungan Nomor KM.59 tahun 2010 tentang Sistem Administrasi Perkantoran Kementerian Perhubungan. Sarana dan prasarana yang kurang memadai serta kesadaran pegawai tentang tugas pokok dan fungsinya akan menghambat dalam kegiatan pengurusan surat kedepannya.

Kata kunci: Surat, Pengurusan Surat

ABSTRACT

Mail Handling at Central Mail Recipient Ministry of Transportation of Indonesia

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Final Project Report titled The Mail Handling at the Central Mail Recipient Ministry of Transportation of Indonesia is the result of work practices are implemented in the Central Mail Recipient of the Ministry of Transportation of Indonesia. SPS as obtaining in the Ministry of Transportation to use the combined principle.

The discussion in this report starts from the type, volume and conditions of letter mail, maintenance procedures and procedures for handling incoming mail and outgoing mail, and infrastructure and constraints used in the Ministry of Transportation of Indonesia. The first method used to obtain the data in this report is a literature study, observation and interview participation. Book study is a data collection method is directed to a search for data and information through documents. The second method is observation of participation in the management letter of the Ministry of Transportation of Indonesia. The latter method used is the interview. In this method of obtaining data by conducting interviews with staff who are in the Central Mail Recipient of the Ministry of Transportation of Indonesia.

The conclusion of the final report of this is that the activities as obtaining in the Ministry of Transportation Republic of Indonesia has been quite good with a groove that has been carried out on receipt of incoming mail to distribution, as well as outgoing mail and telex entered, only the author is less understood due in accordance with Regulation Transportation No. KM.59 of 2010 on the System of Administration Ministry of Transportation that the Ministry of Transportation to make the flow attitude and non attitude but do not run the reality on the ground incoming and outgoing mail is managed only use non layout script. Facilities and infrastructure are inadequate and awareness of employees about their duties and functions would hinder the activities as obtaining future.

Keywords: Letters, Mail Handling