

ABSTRACT

This research aimed to know, how to set up outcome general ledger (OGL) archive at General Ledger in PT Aneka Gas Industri. The research used qualitative description as procedure, with data collection techniques: interview, observation, literature review, and documentation to get data. The result was that OGL archive arrangement at General Ledger in PT Aneka Gas Industri used subject and cronological as storage method. At this poin, the writer felt it was not maximal, because many files were lost every month. Therefore it will be better if files were sorted out first based on their region, and kept based on geographical methods, so that would be easy to keep and find it.

Keywords: File arrangement, Archive, Outcome General Ledger, PT Aneka Gas Industri

ABSTRAKSI

Penelitian ini bertujuan untuk mengetahui penataan arsip dinamis *outcome general ledger* (OGL) pada bagian *General Ledger* di PT Aneka Gas Industri. Prosedur penelitian yang digunakan adalah deskriptif kualitatif, dengan teknik pengumpulan data berupa wawancara, observasi, studi pustaka, dan dokumentasi untuk mendapatkan data. Hasil dari penelitian adalah penataan arsip dinamis OGL pada bagian *General Ledger* di PT Aneka Gas Industri menggunakan metode penyimpanan subjek kronologis. Hal ini dirasa kurang maksimal karena masih banyak arsip OGL yang hilang tiap bulannya, maka lebih baik jika arsip tersebut disortir kembali berdasarkan wilayah dan disimpan dengan metode penyimpanan geografis agar penyimpanan arsip lebih tertata sehingga mudah ditemukan kembali.

Kata-kata kunci: Penataan arsip, arsip dinamis, *Outcome General Ledger*, PT Aneka Gas Industri