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INTERNSHIP REPORT



**DISSEMINATION OF ARCHIVE
MANAGEMENT AND TRANSLATION OF THE
TEXT OF THE COOPERATION AGREEMENT
OVERSEAS AND DOMESTIC
IN THE PLANNING AND PUBLIC RELATIONS
BUREAU NATIONAL ARCHIVES OF THE REPUBLIC
OF INDONESIA**

**SHADANA HAYATA NUFIEDIA
2108412011**

**ENGLISH FOR BUSINESS AND
PROFESSIONAL COMMUNICATION
STUDY PROGRAM
BUSSINESS ADMINISTRATION
DEPOK
2024**



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STATEMENT OF APPROVAL

HALAMAN PENGESAHAN


- | | | |
|-----------------------|---|---|
| a. Judul | : | Diseminasi Pengelolaan Arsip dan Penerjemahan Naskah Perjanjian Kerja Sama Luar Negeri dan Dalam Negeri di Biro Perencanaan dan Humas Arsip Nasional Republik Indonesia |
| b. Penyusun | : | |
| 1) Nama | : | Shadana Hayata Nufiedia |
| 2) NIM | : | 2108412011 |
| c. Program Studi | : | Bahasa Inggris untuk Komunikasi Bisnis dan Profesional |
| d. Jurusan | : | Administrasi Niaga |
| e. Waktu Pelaksanaan | : | 16 Februari 2024 – 30 Juni 2024 |
| f. Tempat Pelaksanaan | : | Jl. Ampera Raya No.7 3, RT.3/RW.4, Cilandak Tim., Ps. Minggu, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12560 |

Pembimbing Kampus


Dr. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum.
NIP. 196104121987032004

Depok, 26 Juli 2024

Pembimbing Perusahaan


Ahmad Fadlan, A.Md
NIP.

Mengesahkan,

KPS Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Dr. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum.
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PRAKATA

Praise be to God Almighty, for His grace the author can complete this fieldwork report well. In this report, the author strives to present a clear and comprehensive description and explanation of the activities carried out during the internship at the National Archives of the Republic of Indonesia. Starting from a brief description of the company, a description of the tasks that the author did, as well as the learning that the author gained during the internship period.

The author realizes that without the guidance and assistance of various parties during the process of preparing this report, it would be very difficult for the author to complete this report. Therefore, the author expresses his deepest gratitude to all those who have helped and supported the author in completing this internship, namely:

1. Dr. Dra. Ina Sukaesih, Dipl, TESOL, M.M., M. Hum. as the Head of the English for Business and Professional Communication Study Program, as well as the supervisor who has provided his energy, time, and thoughts to direct and guide the author to write this Field Work Practice Report.
2. My parents and family who have provided encouragement, as well as moral and material support.
3. My classmates (BISPRO 6 C) who have been willing to provide a lot of help and share knowledge during the process of preparing this Field Work Practice Report.
4. Some of the author's mentors at the author's internship site (Arsip Nasional Republik Indonesia), namely Mr. Ahmad Fadlan A. Md and Mrs. Annarizky Putri S.I.A who have given the author a lot of new knowledge and patiently guided and directed the author.

Hopefully this report can provide benefits and positive contributions to the company and become useful evaluation material for readers. Finally, the author realizes that this report is far from perfect. Therefore, all constructive criticism and suggestions are expected for future improvements.

Jakarta, July 1, 2024

Author



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CHAPTER I INTRODUCTION

1.1 Background

Translation is the process of transferring a text or utterance from one language to another, while preserving the original meaning and context. This process not only changes the words but also adapts to the culture, idioms and grammatical structure of the target language. According to Molina and Albir (2022) translation is an activity that consists of understanding the meaning of a text and reconstructing that meaning in another language, taking into account equivalence of meaning and style. Dissemination is the process of disseminating information, knowledge or research results to a wider audience. The aim is to ensure that the information or knowledge reaches the people who can utilize it effectively. Dissemination can be done through various means and media, such as scientific publications, presentations, seminars, workshops, social media, websites, and others.

Field Work Practice (PKL) is one of the courses that must be followed by students as part of the education curriculum. This program aims to provide direct experience to students in applying the theory they have learned in college to the real world of work. One of the agencies that became the destination of field work practice is the National Archives of the Republic of Indonesia (ANRI). ANRI has an important role in the management of state archives, which includes collecting, processing, storing, and providing archives for the public interest. As an institution responsible for national archives, ANRI has various activities that involve the use of information technology, archive management, and information services to the public.

Working at ANRI provides an opportunity for the author to understand various aspects of archive and documentation management, from the archiving process, document digitization, to providing access to archive information to the public. Through the PKL at ANRI, I was able to learn various techniques and methods used in archive management, as well as gain a deeper understanding of the importance of archives in supporting state administration and history. As a student of the English for Business and Professional Communication study program, one of the aspects that I learned the most during my internship was how to apply my translation skills in an English context. Because the author was placed in the Domestic and Foreign Cooperation unit, the most work the author did was translating various cooperation documents between ANRI and other countries and various private and government agencies in Indonesia.

In addition, not only translating cooperation documents, the activities that the author did during his internship at ANRI were how to manage archives, categorize archives, how to process archives, store archives, and documentation. There is a lot of knowledge that the author gets when doing PKL at ANRI and the author wants readers to know that archives are very important for the country.



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1.2 Scope of Activities

Some of the activities that the author did during his internship at the National Archives of the Republic of Indonesia (ANRI) include:

1. Translate various cooperation agreements with other countries such as Memorandum of Understanding (MoU) from English into Bahasa Indonesia or vice versa.
2. Categorize different kinds of records, for example vital records and media expert records.
3. Using SRIKANDI (Integrated Dynamic Archive Information System) ARSIP is an information system developed by the National Archives of the Republic of Indonesia (ANRI) to manage dynamic archives in an integrated manner. This system is designed to simplify archive management, from creation, use, maintenance, to archive depreciation, using information technology.

1.3 Time and Place of Implementation

This internship or Field Work Practice was carried out for approximately four and a half months. Starting on February 16, 2024 - June 24, 2024. The implementation of this internship activity was carried out at the National Archives of the Republic of Indonesia headquarters which is located at Jl. Ampera Raya No.7 3, RT.3 / RW.4, Cilandak Tim., Ps. Sunday, South Jakarta City, Special Capital Region of Jakarta 12560.

1.3 Purpose and Benefits

Based on the obligations of Field Work Practices of Business and Professional Communication English study program students, below are the objectives and benefits that the author can get while carrying out an internship at ANRI:

1. The author can improve the ability to translate official business documents into Indonesian and English.
2. The author can improve research skills in analyzing data sourced from various references in English and Indonesian.
3. The author can find out how to manage archives, store archives, and categorize archives.



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CHAPTER IV CLOSING

4.1 Conclusion

After carrying out the Field Work Practice, the author concludes that this internship activity is very useful for the author because the internship site that the author carries out is very relevant to the courses that the author studied during lectures. The author gained a lot of insight into knowledge, as well as deeper experience in the field of study being pursued. With this new experience, the author feels more confident and ready to face the challenges that will be obtained in the real world of work in the future.

4.2 Suggestions

Next, this report will present some suggestions that are expected to improve the efficiency and effectiveness of the fieldwork practice that has been observed. These suggestions are based on first-hand experience as well as in-depth analysis of the processes that took place during the practical period:

1. Apprentices are advised to choose a Field Work Practice (PKL) place that is in accordance with the study program being pursued so that apprentices do not feel difficulties while carrying out these PKL activities.
2. Interns are advised to have many discussions with internship mentors in the company and do more research related to the company, work unit, and what work must be done.
3. Interns must discuss with the internship mentor regarding documents that are allowed for publication or are confidential.
4. The study program is expected to provide more direction to students while carrying out internship activities.

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Attachments

ARSIP NASIONAL REPUBLIK INDONESIA
BIRO PERENCANAAN DAN HUBUNGAN MASYARAKAT

NOTA DINAS
NOMOR : HM.02.04/122/2024

Yth. : 1. Direktur Layanan dan Pemanfaatan
2. Ketua Tim Kerjasama

Lampiran : 1 (satu) halaman


Hal : Magang Mahasiswa Politeknik Negeri Jakarta

Sehubungan dengan surat permohonan Magang Mahasiswa Jurusan Administrasi Niaga Program Studi Bahasa Inggris untuk Komunikasi Bisnis dan Profesional (Bispro) Politeknik Negeri Jakarta a.n Shadana Hayata Nufiedia (surat permohonan dan proposal terlampir), bersama ini kami mohon bantuan Saudara untuk dapat menerima magang serta memberikan informasi yang dibutuhkan terkait kegiatan di unit kerja, pada:

No.	Tanggal	Unit Kerja
1.	16 Februari s.d 30 April 2024	Tim Kerjasama
2.	1 Mei s.d 30 Juni 2024	Layanan Arsip Statis

Atas perhatian dan kerjasama Saudara, kami sampaikan terima kasih.

Jakarta, 30 Januari 2024
Kepala Biro Perencanaan dan
Hubungan Masyarakat,


F. Kristiartono

Dokumen ini telah ditandatangani secara elektronik yang diterbitkan oleh Balai Sertifikasi Elektronik (BSrE), BSSN

L-1 Internship Agreement Letter



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ARSIP NASIONAL REPUBLIK INDONESIA

Jalan Ampera Raya No. 7, Jakarta 12560, Telp. 021-7805851, Fax. 021-7810280, 7805812
http://www.anri.go.id, e-mail : info@anri.go.id

FORM PENILAIAN PKL

(Pembimbing Perusahaan/Industri)

Nama Mahasiswa : SHADANA HAYATA NUFIDIA
NIM : 2108412011
Judul PKL : DISEMINASI PENGELOLAAN ARSIP DAN MAJALAH PERTANIAN
KERJA SAMA DI BIDANG PERENCANAAN DAN HUMAS
ARSIP NASIONAL REPUBLIK INDONESIA.

Nilai Praktik Kerja Lapangan

No	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kehadiran dan Aktifitas	5-10	9
2	Kedisiplinan	5-10	9
3	Etika dan Interaksi di Lingkungan Kerja	5-10	10
4	Pengetahuan Praktis	10-20	18
5	Penguasaan Materi	10-20	18
6	Kualitas Pelaporan	20-30	27
Total Nilai (A)			91

Jakarta, 1 Juli 2024

Pembimbing Perusahaan/Industri,



(Amangky Putri)

NRP/NIK

Saran Pembimbing perusahaan/industri terhadap mahasiswa PKL

1.
2.
3.

Catatan : Nilai disampaikan ke panitia PKL Politeknik Negeri Jakarta dalam amplop tertutup.

L-2 Company Supervisor Assesment Form



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KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI JAKARTA
ADMINISTRASI NIAGA
Jalan Prof. Dr. G. A. Siwabessy, Kampus UI, Depok 16425
Telepon (021) 7863534, 7864927, 7864926, 7270042, 7270035
Fax (021) 7270034, (021) 7270036 Hunting
Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

FORM PEMBIMBINGAN PKL (DOSEN PEMBIMBING PNJ)

Nama Mahasiswa : Shadana Hayata Nufiedia
NIM : 2108412011
Judul PKL : Diseminasi Pengelolaan Arsip dan Penerjemahan Naskah
Perjanjian Kerja Sama Luar Negeri dan Dalam Negeri di Biro
Perencanaan dan Humas Arsip Nasional Republik Indonesia

No	Hari/Tgl	Materi Bimbingan	Tanda tangan
1	Rabu, 17 Juli 2024	Revisi Judul, BAB I, BAB II, dan BAB III	
2	Kamis, 25 Juli 2024	Revisi BAB I	
3	Jumat, 26 Juli 2024	Tanda tangan lembar pengesahan	

Depok, 26 Juli 2024
Pembimbing,

Dr. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum.
NIP. 196104121987032004

L-3 Supervisor Assesment Form