

Handling of Recording Letters on Disposition Sheets at UPT Food Security, Food Crops and Horticulture Services North Sumatra Province

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Abstract. This research aims to fulfill the internship task as well as to provide knowledge about recording correspondence or what is often called disposition, but in this research I will explain what I know and what I have learned about the disposition of correspondence in the UPT. North Sumatra Province Food Security and Horticulture Service.

Keywords: Letters, Disposition, Recording

BACKGROUND

Every company does not escape correspondence activities, of course correspondence is an important activity in a company, from incoming letters to outgoing letters, letters can be important letters or assignment orders. If correspondence is not handled and recorded properly, the company will experience difficulty in finding out information.

In every company, from small companies to large companies of course there is a section that handles correspondence, namely the administration or personnel section, but before the letter is handed over to the personnel or administration section, a process is first carried out, the process can be in the form of receiving, sorting, recording and even the storage process. Of course, each company will be different, but in government agencies the usual practice is to record the letter on a disposition sheet. Recording incoming and outgoing letters on the disposition sheet has a very important role because by recording letters on the disposition sheet, employees or administrators can find out which letters need to be followed up immediately first so that the employees/employees can run well.

THEORETICAL STUDY

Recording

Note-taking according to Saronto and Karwita in the book Yuwono (2013: 165) states that: "note-taking is the process of formulating information in written form or depiction in graphic form and unifying problems that are related to one another".¹

According to Joko Pramono, in his book (2021:203), note-taking is the activity of recording information about incoming letters which includes the identity of the sender, date of the letter, number of the letter, subject of the letter, and so on."²

From the definition above, researchers can conclude that recording is an activity to record information in the form of written letters which includes the identity of the sender, date of the letter, letter number and subject of the letter.

Letter

According to Sitohang, Informatika, & Utara, 2018, a letter is a written communication tool that originates from one party and is addressed to another party to convey information.³

According toSovia Rosalin(2020:63) argue that letters are a written communication channel with both internal and external parties (government, vendors, customers, other business companies) to send business messages.⁴

Based on the opinion above, it can be concluded by the author that letters are a tool for communicating both internally and externally within the company to be addressed to other parties and letters are usually often used.government, vendors, customers, other business enterprises.

Disposition sheet

Supriyono (2019:115) states that the disposition sheet is an important component of the letter or official document in question. Subordinates or officials at one level receive dispositions from superiors as a means of coordination. If dispositions are deemed abnormal, superiors will be contacted and informed.⁵

¹ Lina Parlina, "Handling the Recording of Letters on Disposition Sheets in the General Bureau of the West Java Provincial Secretariat," *ATRABIS: Journal of Business Administration (e-Journal)* 6, no. 2 (2021): 172–179.

² Drs. Joko Pramono, *Correspondence (Office Management Skills Program. Office Automation and Governance Skills Competencies)*, rev 2017. (Yogyakarta: ANDI Publisher, 2021).Ibid.Ibid.

³ Rohayati Arifin and Nuraida Latif, "Web-Based Correspondence Management Information System at the Makassar Community Training Center Office," *Inspiration: Journal of Information and Communication Technology* 10, no. 1 (2020): 68–76.

⁴ Nur Ambulani Sovia Rosalin, Susilowati, Deasy Chrisnia Natalia, *Business Communication* (Brawijaya University Press, 2020).

⁵ Parlina, "Handling the Recording of Letters on Disposition Sheets in the General Bureau of the West Java Provincial Secretariat."

RESEARCH METHODS

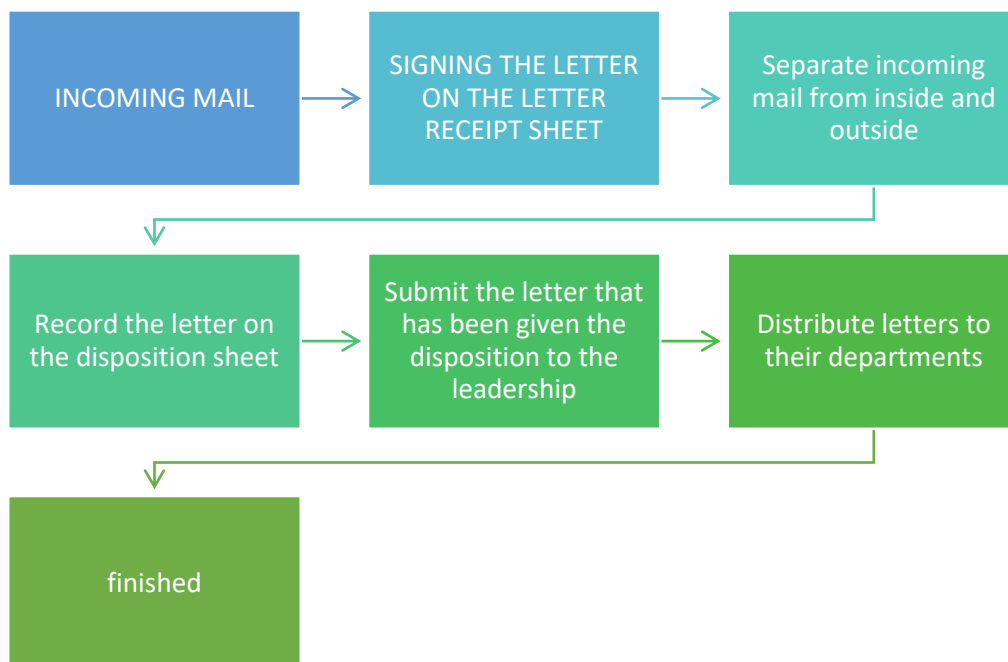
This research uses a descriptive research method, which defines descriptive research as research that uses a method to explain a research result. Providing an overview, explanation and confirmation of the phenomenon being researched is the goal of this form of descriptive research, as the name suggests.⁶

RESULTS AND DISCUSSION

Upt food security service; Food crops and horticulture are government agencies that handle the amount of security in the food sector in the province of NORTH SUMATRA, of course the Food Security Unit every month receives a letter which can be categorized as having to be followed up. Therefore, to count the number of letters, it is necessary to record the letters on a disposition sheet to make it easier to store them.

Recording letters on the disposition sheet has a very important function in handling tens to thousands of letters that will later be processed, but in government agencies the letters that are often found in the Food Security Department are official letters, report letters, and letters per part of the purpose of the letter. per section, namely letters addressed to the general section, personnel/administration section, and finance section.

This research will describe and explain the flow of activities at the UPT Food Security Service;



⁶ MM Dr Muhammad Ramdhan, Spd., RESEARCH METHODS, ed. Aidil Amin Effendy, PRINTING 1. (SURABAYA: Cipta Media NUSANTARA, 2021).

The flow of recording letters on the disposition sheet is:

1. At the beginning, the security staff receives the incoming letter from the courier, then signs the letter receipt sheet, then the security staff/employee delivers the letter to the assistant's room.
2. The assistant then sorts or separates the letters, first dividing them into letters that come in from outside (such as requests for fees, places to borrow, and other requests) and letters that come in from inside (such as office memos).
3. After being sorted, the letter is then recorded on a disposition sheet and duplicated, usually the duplicate disposition sheet is divided into two colors, namely white and off-white. After it has been recorded it will be torn apart to separate it. The pink sheets will usually be distributed to the departments concerned and the white sheets will be kept for archiving.
4. In addition, the letter is given to the leader, who will receive instructions from him so that they can be followed up according to the leader's direction.
5. After the instructions are completed, the disposition sheet is sent to the appropriate department for follow-up, so that the letter can be completed in accordance with the leadership's direction. Apart from that, the letters recorded on the disposition sheet have been completed after being distributed and followed up.

CONCLUSION

Correspondence is an important activity in a company, from incoming letters to outgoing letters, letters can be important letters or assignment letters. If correspondence is not handled and recorded properly, the company will experience difficulty in finding out information.

Recording is an activity to record information in the form of written letters which includes the identity of the sender, date of the letter, letter number and subject of the letter.

Letters are a tool for communicating both internally and externally within the company to be addressed to other parties and letters are usually often used.government, vendors, customers, other business enterprises.

An important component of the formal document or letter in question is the disposition sheet. Subordinates or officials at lower levels receive direction from superiors as a means of coordination; If any direction seems odd, it will be investigated and reported to higher authorities.

The flow of recording letters on the disposition sheet is:

1. At the beginning, the security staff receives the incoming letter from the courier, then signs the letter receipt sheet, then the security staff/employee delivers the letter to the assistant's room.
2. After that, the assistant sorts and divides the letters, first sorting letters that come from outside (such as requests for places to borrow, fees, and other requests) and letters that come from inside (such as office memos).
3. After being sorted, the letter is then recorded on a disposition sheet and duplicated, usually the duplicate disposition sheet is divided into two colors, namely white and off-white. After it has been recorded it will be torn apart to separate it. The pink sheets will usually be distributed to the departments concerned and the white sheets will be kept for archiving.
4. In addition, the leader receives letters and instructions so that the letter can be followed up according to the leader's direction.
5. A disposition sheet is given to the relevant department for follow-up after the instructions have been given. This ensures that the letter has been completed according to the leadership's instructions. In addition, the letters recorded on the disposition sheet have been completed after being distributed and followed up.

Based on the discussion above, the researcher can conclude that the handling and recording carried out by the UPT Food Security Service is good and structured in terms of recording, but it is unfortunate that the archiving carried out by this agency still does not use a digitalization system. If the agency had carried out digitalization of archiving, it would have made things easier to search for letters or documents that have been saved so that the correspondence process runs well and runs effectively and efficiently.

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