



# Bri Archive Arrangement and Input Procedures document Management System (Brimen) at Pt. Bank Rakyat Indonesia (Persero) Tbk. Kencong Unit

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## Abstract

Archive management and document input are important components in supporting the smooth operation of financial institutions, especially banking. PT. Bank Rakyat Indonesia (Persero) Tbk. Kencong Unit has implemented a digital document management system called BRI Document Management System (BRIMEN) to replace the physical archive system previously used. This final project report aims to determine how the procedures for organizing archives and document input are carried out using the BRIMEN system, as well as any obstacles encountered in its implementation. This research was conducted during a two-month internship. The results of the study indicate that the implementation of the BRIMEN system provides many benefits such as time efficiency, easy document access, and increased data security. However, several obstacles were still found in the field, such as errors in data input, inconsistencies in document storage locations, and a lack of employee understanding of the BRIMEN system procedures. The conclusion of this report is that although the BRIMEN system is very helpful in organizing credit document archives, more intensive supervision is needed so that the system implementation can run optimally and according to established operational standards.

**Keywords:** Archives Management, BRIMEN, Document Input, Digital System

## 1. Introduction

Advances in technology are driving financial institutions to continuously improve operational efficiency and effectiveness, particularly in information and document management. As vital financial institutions in the economy, banks are required to have an organized, secure, and quickly accessible archive management system. Bank Rakyat Indonesia (Persero) Tbk. responded to this challenge by implementing the BRIMEN (BRI Document Management System) digital system, an electronic archiving system designed to replace manual systems and simplify the process of searching, storing, and securing documents.

BRI Unit Kencong, as an operational unit, has implemented the BRIMEN system, specifically for managing customer credit document archives. While the system is considered helpful in supporting customer service, in practice, several challenges remain, such as data entry errors, discrepancies between digital and physical documents, and weak oversight of archive storage.

During his internship at BRI Unit Kencong, the author was directly involved in the process of organizing archives and inputting BRIMEN data, and observed that the implementation of this system had not been fully optimal. Based on these conditions, the author felt the need to conduct further studies on the procedures for organizing archives and inputting documents through BRIMEN, as well as the factors that influence the success of its implementation. Therefore, this research was raised with the title "Procedures for Arranging Archives and Inputting BRI Document Management System (BRIMEN) at PT. Bank Rakyat Indonesia (Persero) Tbk. Kencong Unit." The rapid development of digital technology has had a significant impact on various sectors, including the banking industry. Banking digitalization not only increases operational efficiency but also provides easy access for customers to conduct various transactions. In response to these changes, banks are competing to offer digital services that facilitate customer transactions.

## **Theoretical Background Procedure**

A procedure is defined as a series of systematic and detailed steps that must be followed to complete a task or transaction. Procedures are characterized by being sequential, consistent and repeatable, systematic, serving as a general guideline for all implementers, and functional in supporting organizational operations. The benefits of procedures include serving as standard work guidelines, accelerating work processes, facilitating coordination between departments, avoiding duplication of work, and serving as a tool for performance evaluation and control.

### **Bank**

Based on Law No. 10 of 1998, banks are institutions that collect funds from the public in the form of savings and redistribute them in the form of credit to improve the community's standard of living. Banks are classified based on their function (commercial banks and rural banks), ownership (government, private, cooperative, foreign, and joint venture), status (foreign exchange and non-foreign exchange), and pricing system (conventional and sharia banks).

### **Archives**

Archives are defined as written or digital documents stored as evidence of an organization's activities. Archives serve various purposes, including saving storage space, maintaining document confidentiality and security, facilitating information retrieval, and saving time and effort. Archives are grouped based on their function (dynamic and static), validity (authentic and non-authentic), level of management (centralized, unit, or a combination), and document content (financial, personnel, and educational). Archives are organized using several systems, such as alphabetical, numbered, dated, regional, and subject systems.

### **Input**

Input is defined as the process of entering data from physical documents into a computer or digital system, such as BRIMEN, to facilitate information management. The benefits of input include facilitating data retrieval, increasing document security, reducing the risk of archive loss, and enabling fast and flexible data access from various work locations.

### **BRIMEN**

BRIMEN (BRIDocument Management System) is a digital archiving system developed by PT Bank Rakyat Indonesia (Persero) Tbk. This system aims to improve the efficiency and security of document management, by converting physical archives into digital ones through a scanning and uploading process into a systematically classified system based on metadata such as customer name and type of service. Even though they have been digitized, physical documents are still stored as backups and secured in a special room equipped with security systems such as CCTV and limited access. Thus, BRIMEN is a modern solution in banking archive management that supports improving service quality and operational efficiency in the BRI work environment.

## **2. Methods**

This research is a descriptive qualitative one. Data collection techniques were carried out through direct observation, documentation, and active participation during the internship at PT. Bank Rakyat Indonesia (Persero) Tbk. Kencong Unit for two months, from January to March 2025. Data were analyzed through data reduction, data presentation, and conclusion drawing. The main focus of this research is on the procedural aspects of archiving and document input through the BRIMEN system.

## **3. Results and Discussion**

### **BRIMEN Archive Arrangement Procedure**

Document archiving at the BRI Kencong Unit is a crucial activity in supporting smooth administration, particularly for vital credit and collateral documents. This process begins with the receipt of documents from Customer Service, which are then checked for completeness and labeled based on the storage location code. Afterward, the documents are scanned for digital storage through the BRIMEN system, improving efficiency and data security. Collateral documents such as certificates

or vehicle ownership certificates (BPKB) are separated from general credit documents, wrapped in special protective coverings, and securely labeled. All archives are then systematically arranged in a special cabinet with limited access to maintain the security and confidentiality of information. While referring to the central SOP, the BRI Kencong Unit has made several adjustments to its archiving practices for efficiency without compromising the principles of orderliness, security, and ease of document retrieval.

#### **BRIMEN Input Procedure**

The document input procedure into the BRIMEN system at BRI Unit Kencong is carried out through several stages to digitize customer documents safely and efficiently. The first stage is the media transfer process, namely converting physical documents into digital format through scanning and filling in important metadata, such as customer segment, debtor name, account number, document code, document type and number, CIF, as well as physical storage information and document authenticity status. After that, customer data is entered into the BRIMEN Intermediate File, which records the physical location of documents such as room number, cupboard, shelf, row, and collateral data if any, to facilitate document retrieval later. The final stage is uploading documents into the BRIMEN application, starting with creating a folder based on the customer's account number, followed by uploading the scanned file along with document descriptions such as the loan amount and date. After the documents are uploaded, the system will display a notification to ensure that the upload process has been completed completely and correctly.

#### **4. Conclusion**

Based on the implementation of internship activities at PT. Bank Rakyat Indonesia (Persero) Tbk. Kencong Unit, it can be concluded that the management of customer documents, especially those related to credit and collateral documents, has been carried out in an organized manner through two main aspects, namely the arrangement of physical archives and document input into the BRIMEN system. Archive arrangement is carried out through the stages of receiving documents from Customer Service officers, checking the completeness of files, labeling folders with a location code system, and separating collateral documents from general documents. Collateral documents are then wrapped and labeled specifically to maintain security and confidentiality, then stored in a special filing cabinet that can only be accessed by authorized officers. Meanwhile, the process of inputting documents into the BRIMEN system consists of three main stages, namely media transfer, filling data into intermediate files, and uploading documents. In the media transfer stage, physical documents are scanned into digital form and equipped with metadata. Next, customer information is recorded in intermediate files to ensure the clarity of the physical storage position, then documents are uploaded into the BRIMEN application by creating folders and uploading files digitally. By implementing this procedure, document management at BRI Unit Kencong becomes more orderly, secure, and supports work efficiency.

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