

ABSTRAK

Penelitian ini bertujuan untuk mengetahui pengelolaan arsip dinamis dokumen pemberitahuan impor barang (PIB) pada kegiatan kepabeanan untuk keberhasilan *dwelling time* di Kantor Pelayanan Utama Bea dan Cukai Tipe A Tanjung Priok. Dimana pada pengelolaan arsip dinamis dokumen pemberitahuan impor barang melalui beberapa proses yang dimulai dari proses *recording*, *organization*, hingga proses *dissemination*. Metode yang digunakan pada penelitian ini adalah kualitatif dengan pendekatan studi kasus. Teknik pengumpulan data diambil melalui proses observasi, wawancara, dan studi dokumen. Hasil penelitian menunjukkan bahwa proses *recording* dokumen pemberitahuan impor barang melalui proses penciptaan dan penerimaan dokumen impor dimana dokumen impor tercipta mulai dari penyampaian dokumen pemberitahuan impor barang (PIB) ke Kantor Pabean yang disampaikan melalui sisitem Pertukaran Data Elektronik (PDE) hingga penetapan jalur dokumen hanya dalam 4 menit. Dalam proses *organization* dokumen pemberitahuan impor barang melalui 5 (lima) tahapan yaitu, pendistribusian dokumen, proses penyelesaian administrasi kepabeanan dokumen impor, penyimpanan dokumen yang telah selesai diproses, penemuan kembali dokumen, dan pemeliharaan dokumen impor, dimana pada tahap ini *dwelling time* di Pelabuhan Tanjung Priok mengalami penurunan pada bulan April 2018 menjadi 3,42 hari. Selanjutnya proses *dissemination* pada instansi Bea dan Cukai sendiri tidak lepas dari sebuah sistem bernama *Customs-Excise Intergrated System and Automation* (CEISA), sistem integrasi seluruh layanan Direktorat Jenderal Bea dan Cukai kepada semua pengguna jasa yang bersifat publik sehingga semua pengguna jasa sebagai *user* dapat mengakses sistem *Customs-Excise Intergrated System and Automation* (CEISA) dari manapun dan kapanpun selama *user* berada dengan koneksi internet.

Kata kunci: pengelolaan arsip dinamis, dokumen pemberitahuan impor barang, kepabeanan, *dwelling time*.

ABSTRACT

The purpose of this research is to know the record management of imported goods notification at customs activities for the success of dwelling time in Directorate General of Customs and Excise Type A Tanjung Priok. Where in the management of records archive documents import notification of goods through several processes starting from the process of recording, organization, until the dissemination process. The method used in this research is qualitative with case study approach. Data collection techniques are taken through the process of observation, interviews, and document studies. The result of the research shows that the process of recording the document of goods import notification through the process of creation and receipt of import documents where import documents are created from the delivery of import goods notification documents (PIB) to the Customs Office submitted through Electronic Data Exchange (PDE) system until the determination of document path only in 4 minutes. In the process of the organization, the import declaration documents through 5 (five) stages, namely the distribution of documents, the process of completion of customs administration of import documents, the storage of completed documents processed, the rediscovery of documents, and the maintenance of import documents, which at this stage dwelling time at the Port of Tanjung Priok decreased in April 2018 to 3.42 days. Furthermore, the dissemination process at the Customs and Excise agency itself can not be separated from a system called Customs-Excise Intergrated System and Automation (CEISA), a system integration of all services of the Directorate General of Customs and Excise to all public service users so that all service users as users can access Customs-Excise Intergrated System and Automation (CEISA) system from anywhere and anytime as long as the user is on an internet connection.

Keywords: record management, imported goods notification documents, customs clearance, dwelling time.