

**WEB-BASED MAIL ARCHIVING INFORMATION SYSTEM**  
**(Case Study: Administration of SMAN 2 Martapura, South Kalimantan)**

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**ABSTRACT**

*Administration is an important part of every school to carry out the administrative part and get information at school, regulate activities, school services, to make decisions if there are incoming letters for schools and making outgoing letters for schools and other agencies. The archive system is an important activity in supporting daily activities that must be considered. The archiving system is considered important because the archive is a file, and is a memory that must be managed and maintained intact. Currently, the Administration of SMAN 2 Martapura is still carrying out letter archiving activities in the conventional way, such as archiving incoming and outgoing letters, starting from storage, to documentation, which is carried out in physical documents and recorded in the ledger. This causes problems if incoming mail is archived, there will be a possibility of document accumulation and document loss can occur. Then in the outgoing letter process, the process from submitting a letter of disposition to sending a letter to the agency is less effective, because all these activities are still carried out with gradual submissions to the Administration of SMAN 2 Martapura. In order to reduce this problem, a Letter Archiving Information System was created for the letter archiving process at SMAN 2 Martapura Administration to be more effective in place, time and minimize letter data loss.*

**Keywords:** *System, Archiving, Information, Letters, Website*