DESIGN AND CONSTRUCTION OF WEB-BASED LETTER ARCHIVE MANAGEMENT INFORMATION SYSTEM

(Case Study: Sinduadi Village, Mlati District, Sleman Regency)

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ABSTRACT

Sinduadi Village is one of the government agencies in the Special Region of Yogyakarta located in Sleman Regency. The service process in the Sinduadi Village environment is certainly inseparable from correspondence. Archiving incoming and outgoing letters is an important part of the village. Based on the results of data collection, it was obtained that the management of archives in Sinduadi Village includes recording, storing, maintaining and destroying archives that have been carried out well, but have not been considered effective because they still use handwritten archiving of letters which also has the potential to cause data redundancy, writing errors, and data or writing damage. Based on several studies that have been conducted, this problem can be overcome, one of which is by utilizing web technology. By using a web-based letter archiving information system, it is able to overcome existing problems, as well as make it easier for Village employees to manage incoming and outgoing letter archives such as adding data, editing, deleting, searching and reporting. This system is built using the Laravel framework and the PHP (Pear Hypertext Prepocessor) programming language. The results of the study indicate that the existence of a letter archiving system can reduce errors in the process of archiving incoming and outgoing letters in Sinduadi Village.

*Keywords: **Archive Management, Letters, Web.***