

## ***ABSTRACT***

*The Karangrejek Village Office faces challenges in archiving incoming and outgoing mail, which is still done manually. This leads to slow document retrieval, the risk of archive damage, and potential errors in managing critical data. As a solution, a web-based letter archiving information system was developed to facilitate digital recording, storage, retrieval, and reporting of archives. The methods used in this development included data collection through observation and interviews, system requirements analysis, interface design using Figma, and system implementation using the SDLC method. The resulting system is capable of storing incoming and outgoing mail data, disposing of mail, and printing archive reports with search features by month and year. System testing demonstrated that all developed features functioned as intended. The hope of this research is that the developed information system can be used to assist the letter archiving process at the Karangrejek Village Office according*

***Keywords:*** Letter archiving, information system, incoming mail, outgoing mail