

## **ABSTRACT**

*Kraguman Village is a village located in Jogonalan District, Klaten Regency. Recording and processing of population data are the responsibility of the city government, where the implementation begins from the sub-district or village to register the population following by the district and the city or regency. In population service activities, residents are required to arrange an application letter as desired to the village office by following a number of procedures or regulations that take a long time and effort. For this reason, a Correspondence Information System was created in the Planning and General Affairs Section in an integrated village. In every letter submission, residents receive a notification in their Gmail account. This system was designed based on the Web using the PHP programming language, and MySQL as a database. The final results include population data and management of existing documents in the village.*

*Keywords: Population, Letter, Information System.*