

ABSTRACT

Letters are archival material in an organization or office. Letters are a written communication medium and can also be evidence of an activity. For this reason, it is necessary to store and manage these letters and archiving is a process of storing letters so that they are not damaged or lost.

To simplify the filing process, UPK needed a digital filing application system to complement the manual system. This system will not necessarily abolish manual filing systems. There are several things manual filing is still used as needed.

The purpose of making a filing system application at UPK Murakabi is to assist officers in managing incoming and outgoing mail, as well as storing documents and making reporting easier. Archiving Application System Design using UML (Unified Modeling Language), namely with use case diagrams and activity diagrams. The programming languages used are PHP and MySQL as a database.

Keywords: Filing System, Archives, Intranet, Intranet, Outgoing Mail, UPK Murakabi.