

ABSTRACT

The Office of the Village Head of Sumberbening, Ngawi Regency, still uses Microsoft Word and has not been automated so it is slow in the process of village letter administration services. In the letter administration service, residents are required to administer the desired application letter at the village office by following several applicable procedures so that making certain letters will take quite a long time and effort. So, a letter administration information system was created to assist residents in filing correspondence. The system can also assist civil registries officers in managing mail submissions made by residents easily and quickly, increasing the speed and accuracy in delivering information and making correspondence print services more effective and efficient. The proposed system is website based. In this system, the website can be accessed by users including Sumberbening villagers and administrators. In this study, apart from presenting the theoretical study used as the basis for the preparation, it will also discuss the system design and administration website creation in the village of Sumberbening. So, it is hoped that it can be implemented in a product that will simplify the administrative process for the Sumberbening village letter.

Keywords: *Information Systems, Mail Administration, Website Based.*