

ABSTRACT

The document has a function as a means of communication and knowledge sharing tool. Information in documents is critical for a company. To maintain the security and confidentiality of the information contained in this document it is necessary to control the document.

It is also applied by Telkom Polytechnic to documents. Telkom Polytechnic is one of the educational institutions that have always done in every business process improvement, currently Telkom Polytechnic has implemented ISO 9001:2008 in order to improve the quality of Telkom Polytechnic, one of the clauses in ISO 9001:2008 is no governing document control, namely the clause 4.2. Odgers (2005) defines a document or records management as a process of surveillance, storage, and security documents and archives as well, either in paper form or electronic media. Current document control conducted by the Polytechnic Telkom is still done manually, because the document is still stored in the unit in a closet or storage of archival documents. It causes inefficient in terms of document storage and also the excessive use of paper. In addition employees also complained of Telkom Polytechnic security for the problem, and also the distribution of access to documents Telkom Polytechnic unit.

This final project aims to design a system of document control information. Document control information system design uses the method TOGAF (The Open Group Architecture Framework) which is an enterprise architecture framework that provides a comprehensive approach to the design, planning, implementation, and governance of information architecture enterprise. TOGAF method is used for testing the design of information systems that have been created by the author. Information system design aims to address the problems associated with document control unit Telkom Polytechnic, and also design a document control system that is easy, fast, safe and accurate.

Keywords: Document, document control, information systems, Telkom Polytechnic, TOGAF