ABSTRACT

Dinas Koperasi dan Usaha Kecil of West Java's Province located in the area of Bandung still do archiving incoming mail and outgoing mail manually, so that work is not efficient in terms of time and effort. To handle email archiving manually in Dinas Koperasi dan Usaha Kecil of West Java's Province, the solution is to build the Information System of Incoming and Outgoing Mail, developed by using model waterfall model and built with PHP programming language by using Codeigniter framework, in addition to manage database using MySQL.

With the availability of Web Based Archiving Application for Incoming and Outgoing Mail at Dinas Koperasi dan Usaha Kecil of West Java's Province, it can facilitate the secretariat in the archiving of letters, facilitate the employees about disposition, and making decisions for outgoing mail.

Keywords: Archiving, incoming mail, outgoing mail, disposition, decisions.