

## **Abstract**

In the implementation of the media transfer process in Dispusipda, West Java produced records recorded in textual form. This recorded record is usually called an archive. Archives in the textual form are very vulnerable to being lost and easily damaged, because archives tend to be stored in unsafe places and made of paper materials that are easily damaged. With technological advances, this can be overcome by turning textual archives into digital with the help of computer workers. At present Dispusipda West Java has archive data in the number of hundreds of thousands of data. Archive managers will find it difficult if they have to manage archive data with a very large amount without the application of media transfer.

Transfer Media Archive Vital application is made to facilitate the archive manager in the process of recording and processing archived data. The web-based vital archive application is used for processing archival data in the form of personnel records, legal products, completeness data, and editorial data. The archive that will be saved will then use the Optical Character Recognition (OCR) system to facilitate processing of archived data.

The development tool used is PHP as an application interface and uses MySQL as its database. This component is selected because it has conformity in making web-based applications. The development method used is the System Development Life Cycle (SDLC).

**Keywords:** Information Systems, Archives, Optical Character Recognition and the Web