

ABSTRACT

The process of archiving incoming and outgoing letters carried out by the West Java National Unity and Politics Agency uses the agenda archive management system. The agenda system is the storage of incoming and outgoing letters kept separately and records the details of the letter in the agenda book of incoming or outgoing letters by an institution. Saving such archives takes a long time when looking for incoming or outgoing mail files. The incoming letter will be archived when it has been disseminated by the Chair of the National Unity and Politics Agency. Archiving incoming letters takes time because the Chairperson of the Agency often does external service. Archiving Application for Incoming and Outgoing Letters is a web-based application used by the National Unity and Politics Agency (BaKesBangPol) of West Java Province. The application can help in the process of disposition of incoming mails, search for letters and manage incoming and outgoing letters. In making this application using the SDLC waterfall model method wherein gathering needs using the interview method with the secretariat and implemented using the PHP programming language, CodeIgniter framework, and MySQL database. Based on the results of application testing, it can be concluded that this application can help the secretariat in the process of archiving letters, assisting the secretariat and employees in searching the letter archive and assisting the secretariat and the chairman in the process of disposition of incoming letters.

keywords : archive, BakesBangPol, PHP, CodeIgniter and MySQL.