

## ABSTRACT

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*Information and communication technology is widely applied in various institutions including in the world of government, time efficiency and costs are the main points of the government to feel the need to implement information technology in the work environment. Therefore an application is needed to support the performance of one of the Governing Bodies that has not used the application in the Administration Section of the National Narcotics Agency of West Java Province (BNNP West Java). The application of institutional document management at BNNP West Java is an application intended to improve the efficiency of employee performance time in the mailing process and document archiving. This application is expected to be able to help staff in each field, administrative staff, and the Head of West Java BNNP in managing letters and documents, as well as filing letters and documents in accordance with their portions in each field. The method used is the Waterfall method.*

*Keywords: agency letters, documents, archive, applications, MySQL, PHP.*