

## ABSTRACT

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*In an organization there are letters or documents relating to activities at the central Java conservation center for natural resources including document archiving. Document archiving is currently still done manually which is stored in the administration. The manual process raises a number of problems such as how to manage and store documents and how much time to search documents. In the construction of Web-Based Document Archives and Office Document Management Application this study provides an application to manage, store and search documents that are at the Center for Conservation using the waterfall method and the design of usecase diagram and entity relationship diagrams and this application provides for managing, storing and searching for documents available at the conservation center. In the Document Archive Management application there is a document search function to search documents and functions to view the most popular document reports and incoming documents.*

*Keywords: Archive, document, letter*