# ABSTRACT

Recording data of letters is important to support operational activity in Polda Jabar. There are three types of letter in Polda Jabar. Those are letters from outside agencies, letters from the police area, and letters in the internal police of Polda Jabar. There are incoming and outcoming letters almost every day and the secretary has to record and manage the data.

In Polda Jabar, the process of managing data is still performed manually in a book. This will cause several problems. The secretary does not have the back up of the data when the book is damaged or lost. Then, the secretary may need to edit the data so the record may get disorganized. The last, the secretary may need to search data and this will take a lot of time.

To fix the problems, the process of managing data need to be computerized with an application. This will help the secretary to manage data easier and effectively. The application can display the history of incoming and outcoming letters. It also can reduce excessive paper usage and minimize the risk of losing the letter. This application is developed using JSP and JQuery programming language, MySQL database, and Adobe Photoshop CS3.


**Keyword** : Polda Jabar, letter's agenda,intranet