

ABSTRAK

Sistem pengarsipan manual di Koperasi Kredit Karya Jasa Palembang menimbulkan berbagai kendala, seperti kesulitan pencarian dokumen dan keterbatasan ruang. Penelitian ini bertujuan merancang sistem penyimpanan arsip berbasis *Microsoft Acces* untuk meningkatkan efisiensi kerja, mempercepat penemuan arsip, serta menjaga keamanan dan keteraturan data administrasi surat masuk dan keluar. Penelitian ini menggunakan metode deskriptif dengan pendekatan studi kasus di Koperasi Kredit Karya Jasa Palembang. Data dikumpulkan melalui wawancara, observasi, dan studi pustaka. Perancangan sistem mengikuti model ADDIE (*Analysis, Design, Development, Implementation, Evaluation*) untuk menghasilkan sistem arsip digital menggunakan *Microsoft Acces* yang sesuai dengan kebutuhan koperasi. Hasil penelitian menunjukkan bahwa sistem penyimpanan arsip berbasis *Microsoft Acces* berhasil meningkatkan efisiensi pencatatan dan pencarian arsip. Aplikasi yang dirancang mempermudah petugas dalam mengelola data surat masuk dan keluar, dilengkapi fitur login, form input, dan laporan otomatis, serta mampu mengurangi ketergantungan pada sistem manual yang sebelumnya digunakan. Penerapan sistem penyimpanan arsip berbasis *Microsoft Acces* terbukti meningkatkan efisiensi, keamanan, dan ketepatan pengelolaan dokumen. Sistem ini mempermudah pencarian arsip dan mengurangi risiko kehilangan data. Disarankan agar koperasi terus menggunakan dan mengembangkan sistem ini secara berkelanjutan untuk mendukung administrasi yang lebih modern dan terstruktur.

Kata kunci: Sistem Pengarsipan, *Microsoft Acces*, Arsip Digital, Model ADDIE

ABSTRACT

The manual archiving system at Koperasi Kredit Karya Jasa Palembang has caused various problems, such as difficulties in document retrieval and limited storage space. This study aims to design an archive storage system using Microsoft Access to improve work efficiency, accelerate archive retrieval, and ensure the security and organization of administrative data for incoming and outgoing letters. This research uses a descriptive method with a case study approach at Koperasi Kredit Karya Jasa Palembang. Data were collected through interviews, observations, and literature studies. The system design follows the ADDIE model (Analysis, Design, Development, Implementation, Evaluation) to produce a digital archiving system using Microsoft Access tailored to the cooperative's needs. The results show that the Microsoft Access-based archive system successfully improved the efficiency of recording and searching archives. The designed application simplifies staff work in managing incoming and outgoing correspondence, supported by login features, input forms, and automated reports. It also reduces dependency on the previously used manual system. The implementation of the Microsoft Access-based archiving system proves to enhance efficiency, security, and accuracy in document management. This system facilitates archive retrieval and minimizes the risk of data loss. It is recommended that the cooperative continue using and further developing this system to support a more modern and structured administrative process.

Keywords: Archiving System, Microsoft Access, Digital Archives, ADDIE Model