

ABSTRAK

Laporan akhir ini membahas perancangan sistem kearsipan elektronik berbasis *Microsoft Access 365* di Badan Kesatuan Bangsa dan Politik (Kesbangpol) Provinsi Sumatera Selatan. Sistem ini dirancang untuk menggantikan proses pengarsipan surat masuk dan surat keluar yang sebelumnya dilakukan secara manual dan dinilai kurang efisien. Permasalahan seperti pencarian arsip yang lambat, risiko kehilangan dokumen, dan kurangnya keteraturan menjadi dasar perlunya pengembangan sistem elektronik. Penelitian ini menggunakan metode *Research and Development (R&D)* dengan pendekatan ADDIE yang mencakup lima tahapan, yaitu *Analysis, Design, Development, Implementation*, dan *Evaluation*. Perancangan sistem dilakukan melalui pembuatan form input, menu utama, serta laporan berbasis data. *Microsoft Access 365* dipilih karena mampu mengelola database skala menengah dengan fitur form dan report yang terintegrasi. Hasil implementasi menunjukkan bahwa sistem mampu mempermudah pencatatan, penyimpanan, dan pencarian arsip dengan lebih cepat dan aman. Sistem ini diharapkan dapat meningkatkan efektivitas kerja tata usaha serta mendukung pelayanan administrasi yang lebih modern di lingkungan Kesbangpol.

Kata Kunci: Kearsipan Elektronik, *Microsoft Access 365*, ADDIE, Surat Masuk dan Keluar, Kesbangpol

ABSTRACT

This final report discusses the design of an electronic archiving system based on Microsoft Access 365 at the Regional Agency for National Unity and Politics (Kesbangpol) of South Sumatra Province. The system was developed to replace the manual archiving process for incoming and outgoing letters, which was considered inefficient. Problems such as slow document retrieval, risk of data loss, and disorganized storage became the foundation for the development of a computerized archiving solution. This research uses a Research and Development (R&D) approach with the ADDIE development model, consisting of five stages: Analysis, Design, Development, Implementation, and Evaluation. The system was designed through the creation of input forms, a main menu, and data-based reports. Microsoft Access 365 was selected for its integrated database, form, and report features suitable for medium-scale data management. The implementation results show that the system facilitates faster and more secure letter recording, storage, and retrieval. It is expected that the system can improve administrative efficiency and support a more modern archival process within the institution.

Keywords: Electronic Archiving, Microsoft Access 365, ADDIE, Incoming and Outgoing Letters, Kesbangpol