# ABSTRAK

**PERANCANGAN SISTEM KEARSIPAN ELEKTRONIK BERBASIS**

***MICROSOFT ACCESS* 2016 PADA UNIT SEKRETARIAT DINAS PPPA KOTA PALEMBANG**

Oleh:

Inda Sundari

Penelitian ini berjudul *“Perancangan Sistem Kearsipan Elektronik Berbasis Microsoft Access 2016 pada Dinas Pemberdayaan Perempuan dan Perlindungan Anak Kota Palembang.”* Tujuan penelitian ini adalah untuk merancang sistem kearsipan digital guna mengatasi permasalahan penumpukan dan lambatnya pencarian arsip di instansi tersebut. Jenis data yang digunakan adalah data kualitatif dengan sumber data primer berupa wawancara dan observasi langsung, serta data sekunder dari dokumen dan literatur terkait. Metode pengumpulan data meliputi studi pustaka, wawancara semistruktur, dan dokumentasi. Penelitian ini menggunakan pendekatan *Research and Development* dengan model ADDIE (*Analysis, Design, Development, Implementation, Evaluation*) dalam pengembangan sistem. Analisis data dilakukan secara deskriptif kualitatif berdasarkan hasil observasi dan wawancara. Hasil penelitian menunjukkan bahwa sistem arsip elektronik yang dirancang dengan *Microsoft Access* mampu mempercepat proses pencarian arsip, meningkatkan efisiensi kerja, dan mengurangi risiko kehilangan data. Penerapan sistem kearsipan digital mampu memberikan dampak positif terhadap pengelolaan arsip dan pelayanan administrasi di lingkungan Dinas PPPA Kota Palembang.

**Kata kunci:** *Penyimpanan Arsip Elektronik, Microsoft Access 2016, DPPPA*

***ABSTRACT***

***DESIGN OF ELECTRONIC ARCHIVING SYSTEM BASED ON MICROSOFT ACCESS 2016 AT SECRETARIAT UNIT OF PPPA SERVICE OF PALEMBANG CITY***

**By:**

**Inda Sundari**

*This research is entitled “Design of an Electronic Archiving System Based on Microsoft Access 2016 at the Department of Women Empowerment and Child Protection, Palembang City.” The objective is to design a digital archiving system to address issues of document accumulation and slow retrieval at the institution. This study uses qualitative data collected from primary sources such as interviews and direct observation, and secondary sources including literature and official documents. Data collection methods include literature review, semi-structured interviews, and documentation. The research employs a Research and Development approach with the ADDIE model (Analysis, Design, Development, Implementation, Evaluation). Data analysis is conducted using descriptive qualitative techniques. The results show that the electronic archiving system developed using Microsoft Access accelerates document retrieval, enhances work efficiency, and reduces the risk of data loss. The implementation of a digital archiving system provides positive improvements in archiving management and administrative services at the DP3A office in Palembang.*

***Keywords:*** *Electronic Records Storage, Microsoft Access 2016, DPPPA*