ABSTRAK

Laporan Akhir ini membahas tentang Perancangan Sistem Kearsipan Elektronik Berbasis *Microsoft Access* pada SMP Srijaya Negara (*Labschool* UNSRI). Tujuan dari perancangan ini adalah membantu proses penyimpanan, pengelolaan, pencarian, dan pelaporan arsip secara lebih efektif dan efisien. Pengumpulan data dilakukan melalui wawancara, dokumentasi, dan studi pustaka. Metode pengembangan sistem yang digunakan adalah ADDIE yang terdiri atas tahap *Analysis, Design, Development, Implementation*, dan *Evaluation*. Pada tahap analysis dilakukan identifikasi kebutuhan pengguna dan permasalahan yang terjadi dalam pengelolaan arsip. Tahap design dilakukan dengan merancang *flowchart*, database, dan antarmuka sistem. Selanjutnya, sistem dibangun menggunakan *Microsoft Access* dan diuji menggunakan *Black Box Testing*. Tahap implementation dilakukan melalui uji coba sistem oleh Staf Tata Usaha, sedangkan tahap evaluation dilakukan untuk menilai kinerja sistem yang telah dikembangkan. Berdasarkan hasil wawancara, pengelolaan arsip pada SMP Srijaya Negara (*Labschool* UNSRI) masih dilakukan secara manual sehingga proses pencatatan, penyimpanan, dan pencarian arsip memerlukan waktu yang relatif lama. Sistem yang dirancang memiliki fitur *login*, *input* data surat masuk, *input* data surat keluar, pencarian arsip, serta pembuatan dan pencetakan laporan. Hasil implementasi dan pengujian menunjukkan bahwa sistem dapat berjalan dengan baik sesuai kebutuhan pengguna dan membantu pengelolaan arsip menjadi lebih terstruktur. Selain itu, sistem mempermudah proses temu kembali arsip melalui fitur pencarian berdasarkan nomor surat serta membantu mengurangi risiko kehilangan dan kerusakan dokumen. Sistem kearsipan elektronik berbasis *Microsoft Access*, proses penyimpanan, pencatatan, pencarian, dan pelaporan arsip dapat dilakukan dengan lebih cepat, efektif, dan efisien sehingga mendukung kegiatan Tata Usaha sekolah.

Kata kunci: *Sistem Kearsipan Elektronik, Microsoft Access, ADDIE,*

ABSTRACT

This Final Project discusses the Design of a Microsoft Access-Based Electronic Archiving System at SMP Srijaya Negara (Labschool UNSRI*). The purpose of this project is to support archive storage, management, retrieval, and reporting processes more effectively and efficiently. Data were collected through interviews, documentation, and literature studies. The system was developed using the ADDIE method, which consists of the Analysis, Design, Development, Implementation, and Evaluation stages. During the analysis stage, user requirements and archive management problems were identified. The design stage involved creating flowcharts, databases, and user interfaces. The system was then developed using Microsoft Access and tested using Black Box Testing. Implementation was carried out through system trials involving administrative* Staf*f, while evaluation was conducted to assess system performance. Based on the interview results, archive management at SMP Srijaya Negara (Labschool* UNSRI*) was still perFormed manually, causing recording, storage, and retrieval activities to take a relatively long time. To address these issues, an electronic archiving system was developed with features including login, incoming and outgoing mail entry, archive retrieval, and report generation. The implementation and testing results showed that the system operated properly and met user needs. The system helped organize archive management more systematically and facilitated archive retrieval through a search feature based on document numbers. In addition, it reduced dependence on physical archive storage, thereby minimizing the risk of document loss and damage. The implementation of this system enables archive storage, recording, retrieval, and reporting processes to be carried out more quickly, effectively, and efficiently, thereby supporting administrative activities at SMP Srijaya Negara (Labschool* UNSRI*).*

Keywords: Electronic Archiving System, Microsoft Access, ADDIE.