

ABSTRAK

Pengelolaan surat masuk dan keluar di MTs Nurul Hidayah Palembang sebelumnya masih dilakukan secara manual menggunakan buku agenda serta lemari arsip bersistem subjek. Metode ini memicu sejumlah hambatan, seperti lambatnya proses pencarian dokumen hingga tingginya risiko kerusakan dan kehilangan akibat faktor lingkungan. Untuk mengatasinya, penelitian ini mengembangkan sistem kearsipan elektronik berbasis Microsoft Access guna mengoptimalkan efektivitas pengelolaan arsip. Penelitian R&D ini menerapkan model ADDIE (*Analysis, Design, Development, Implementation, Evaluation*) dengan teknik pengumpulan data berupa observasi, wawancara, dokumentasi, dan studi pustaka. Sistem yang dikembangkan mencakup fitur *login*, pengelolaan data surat masuk/keluar, pencarian dokumen, hingga pembuatan laporan. Uji *Black Box Testing* mengonfirmasi bahwa seluruh fungsi sistem berjalan dengan baik sesuai kebutuhan pengguna. Penggunaan sistem elektronik ini terbukti meningkatkan efisiensi pencarian secara signifikan dari yang semula membutuhkan rata-rata 10 menit (surat masuk) dan 14 menit (surat keluar) secara manual, menjadi hanya 22 detik dan 23 detik. Berdasarkan hasil kuesioner, sistem ini tak hanya mempermudah penyimpanan dan pencarian, tetapi juga menekan risiko kerusakan/kehilangan dokumen serta meningkatkan efektivitas administrasi secara keseluruhan di MTs Nurul Hidayah Palembang.

Kata Kunci: *Arsip, Elektronik, Surat, Aplikasi, Pengelolaan.*

ABSTRACT

The management of incoming and outgoing mail at MTs Nurul Hidayah Palembang was previously done manually using an agenda book and a subject-based filing cabinet. This method caused several problems, such as slow document retrieval and a high risk of damage or loss due to environmental factors. To address this, this study developed an electronic archiving system based on Microsoft Access to optimize the effectiveness of archive management. This R&D study uses the ADDIE model (Analysis, Design, Development, Implementation, Evaluation) with data collection techniques including observation, interviews, documentation, and literature review. The system that was developed includes features like login, management of incoming/outgoing mail data, document search, and report generation. Black Box Testing confirmed that all system functions work well according to user needs. Using this electronic system has proven to significantly improve search efficiency, going from an average of 10 minutes (incoming mail) and 14 minutes (outgoing mail) manually, to just 22 seconds and 23 seconds. According to the questionnaire results, this system not only makes storage and searching easier but also reduces the risk of document damage or loss and improves overall administrative effectiveness at MTs Nurul Hidayah Palembang.

Keywords: *Archive, Electronic, Mail, Application, Management.*