

## ABSTRAK

Pengelolaan arsip surat masuk dan surat keluar pada Tata Usaha Sekolah Dasar Negeri 156 Palembang masih dilakukan secara manual menggunakan buku agenda dan ordner, sehingga proses penyimpanan dan pencarian arsip membutuhkan waktu yang relatif lama. Laporan Akhir ini bertujuan merancang sistem kearsipan elektronik berbasis *Microsoft Access 365* guna meningkatkan efektivitas pengelolaan arsip surat. Metode yang digunakan adalah *Research and Development* (R&D) dengan model pengembangan *Waterfall*, mencakup tahapan analisis kebutuhan, perancangan sistem, implementasi, pengujian dan pemeliharaan. Sistem yang dirancang dilengkapi fitur pengelolaan surat masuk dan surat keluar, pencarian arsip, serta pembuatan laporan berdasarkan periode tertentu. Hasil perancangan menunjukkan bahwa sistem mampu membantu staf tata usaha dalam menyimpan, mengelola dan menemukan kembali arsip secara lebih mudah dibandingkan sistem manual. Pengujian melalui *User Acceptance Test* (UAT) membuktikan bahwa sistem dapat diterima dan dioperasikan sesuai kebutuhan. Dengan demikian, sistem ini berkontribusi dalam mendukung efektivitas dan efisiensi pengelolaan arsip di lingkungan sekolah.

Kata Kunci: *Kearsipan Elektronik, Microsoft Acces 365, Perancangan Sistem, Arsip Surat, Waterfall.*

## **ABSTRACT**

*The management of incoming and outgoing letter archives at the Administrative Office of SD Negeri 156 Palembang is still carried out manually using agenda books and orders, resulting in a relatively time-consuming process for storing and retrieving archives. This study aims to design an electronic archiving system based on Microsoft Access 365 to improve the effectiveness of letter archive management. The method applied is Research and Development (R&D) with the Waterfall development model, encompassing the stages of requirements analysis, system design, implementation, testing and maintenance. The designed system is equipped with features for managing incoming and outgoing letters, archive searching and report generation based on specific periods. The results demonstrate that the system is capable of assisting administrative staff in storing, managing and retrieving archives more efficiently compared to the manual system. Testing conducted through User Acceptance Test (UAT) confirms that the system is acceptable and operable according to archival management needs. Therefore, this system contributes to supporting the effectiveness and efficiency of archive management within the school environment.*

*Keywords: Electronic Archiving, Microsoft Access 365, System Design, Mail Archives, Waterfall.*