

## ABSTRAK

Laporan akhir ini membahas perancangan sistem kearsipan elektronik berbasis *Microsoft Access* pada pergudangan CV Aneka Artha Niaga. Sistem ini dirancang untuk menggantikan proses pengarsipan yang masih dilakukan secara manual menggunakan map ordner sehingga menyebabkan pencarian arsip memerlukan waktu yang relatif lama serta berisiko mengalami kehilangan dan kerusakan dokumen. Permasalahan tersebut menjadi dasar perlunya pengembangan sistem kearsipan elektronik yang lebih efektif dan efisien. Penelitian ini menggunakan metode *Research and Development* (R&D) dengan pendekatan ADDIE yang terdiri atas tahapan *Analysis*, *Design*, *Development*, *Implementation*, dan *Evaluation*. Perancangan sistem dilakukan melalui pembuatan database, form input data, fitur pencarian arsip, menu utama, login pengguna, serta laporan berbasis data. *Microsoft Access* dipilih karena memiliki kemampuan dalam mengelola basis data yang terintegrasi dan mudah digunakan. Hasil implementasi menunjukkan bahwa sistem mampu mempermudah proses pencatatan, penyimpanan, dan pencarian arsip sehingga pengelolaan arsip menjadi lebih efektif dan efisien pada bagian pergudangan CV Aneka Artha Niaga.

*Kata Kunci: Kearsipan Elektronik, Microsoft Access, Arsip, ADDIE*

## ABSTRACT

*This final report discusses the design of an electronic records management system based on Microsoft Access for the warehouse division of CV Aneka Artha Niaga. The system was developed to replace the existing manual filing process that relies on ordner folders, which results in relatively long document retrieval times and increases the risk of document loss and damage. These issues highlight the need for a more effective and efficient electronic records management system. This study employed the Research and Development (R&D) method using the ADDIE approach, which consists of the Analysis, Design, Development, Implementation, and Evaluation stages. The system was designed through the development of a database, data input forms, archive search features, a main menu, user login functionality, and data-based reports. Microsoft Access was selected because of its capability to manage integrated databases and its ease of use. The implementation results indicate that the developed system is able to facilitate the recording, storage, and retrieval of records in a faster, more structured, and secure manner. This system is expected to improve the effectiveness of records management and support the smooth execution of administrative activities in the warehouse division of CV Aneka Artha Niaga.*

*Keywords: Electronic Records Management, Microsoft Access, Archives, ADDIE.*