

ABSTRAK

Pengelolaan arsip surat masuk dan surat keluar di SD Negeri 176 Palembang masih dilakukan secara manual, sehingga menimbulkan berbagai kendala seperti sulitnya pencarian dokumen, risiko kehilangan atau kerusakan arsip, serta proses pencatatan sistem kearsipan digital surat masuk dan surat keluar menggunakan *Microsoft Access 2021* pada SD Negeri 176 Palembang agar pengelolaan arsip dapat dilakukan secara lebih efektif, terstruktur, dan efisien. Metode yang digunakan dalam penelitian ini adalah *Research and Development (R&D)* dengan model ADDIE yang terdiri dari lima tahapan, yaitu *Analysis, Design, Development, Implementation, dan Evaluation*. Pengumpulan data dilakukan melalui observasi, wawancara, dan dokumentasi pada bagian Tata Usaha SD Negeri 176 Palembang. Hasil penelitian menunjukkan bahwa sistem kearsipan digital berbasis *Microsoft Access 2021* berhasil dirancang dengan fitur input data, pencarian data, serta laporan rekapitulasi surat masuk dan surat keluar yang saling terintegrasi. Berdasarkan hasil uji coba dan evaluasi pengguna, sistem ini terbukti dapat mempercepat proses pencatatan dan pencatatan dan pencarian arsip, menimbulkan risiko kehilangan dokumen, serta meningkatkan efisiensi dan keamanan pengelolaan arsip di SD Negeri 176 Palembang.

Kata Kunci: *Kearsipan Digital, Surat Masuk dan Surat Keluar, Microsoft Access 2021, Research and Development, ADDIE*

ABSTRACT

The management of incoming and outgoing mail records at SD Negeri 176 Palembang is still carried out manually, which causes various problems such as difficulty in retrieving documents, the risk of losing or damaging records, and a time-consuming recording process. This study aims to design a digital archiving system for incoming and outgoing mail using Microsoft Access 2021 at SD Negeri 176 Palembang so that record management can be carried out more effectively, systematically, and efficiently. The method used in this study is Research and Development (R&D) with the ADDIE model, which consists of five stages, namely Analysis, Design, Development, Implementation, and Evaluation. Data were collected through observation, interviews, and documentation at the Administration Office of SD Negeri 176 Palembang. The results show that a Microsoft Access 2021 based digital archiving system was successfully designed, featuring data input, data search, and integrated recapitulation reports for incoming and outgoing mail. Based on trial results and user evaluation, the system proved to speed up the recording and retrieval of records, minimize the risk of document loss, and improve the efficiency and security of record management at SD Negeri 176 Palembang.

Keywords: Digital Archiving, Incoming and Outgoing Mail, Microsoft Access 2021, Research and Development, ADDIE