

INTISARI

Pengelolaan arsip di Kelurahan Purwanegara masih dilaksanakan secara manual. Arsip-arsip lama yang ada semakin hari tentunya akan semakin rusak karena berbagai hal. Permasalahan lain yang ada dari penyimpanan arsip secara manual adalah proses pencarian berkas yang cenderung lama, hak akses yang terbatas dan sulitnya integrasi data. Dari sisi ilmu komputer permasalahan tersebut dapat diatasi dengan melakukan digitalisasi terhadap arsip-arsip sehingga perlu dibangun aplikasi administrasi kearsipan yang mempermudah proses digitalisasi dan juga pengelolaan arsip-arsip *digital*.

Model *waterfall* telah digunakan dalam pengembangan sistem dan aplikasi telah berhasil diuji menggunakan metode *black box*. Pada sisi pendukung (*support*) telah dilaksanakan pengujian menggunakan skala *guttman* terhadap latar belakang permasalahan, analisis kebutuhan serta tujuan penerapan sistem yang menghasilkan skor tingkat kesesuaian jawaban di atas 98%.

Kata kunci : arsip, *digital*, administrasi.



ABSTRACT

Archive management in the Office of Purwanegara Village is held manually until now. The existing old archives will certainly be increasingly damaged due to various conditions. Other problems that found in manually archives storage are the searching process of files that take a long time tend, limited access rights and the data integration difficulties. In the computer science perspective the problems can be solved with digitizing archives, so it is necessary to build an archives administration application that makes the digitization process easier and also the management of digital archives. The waterfall model has been used for system development and the application has been successfully tested using the black box method. On the support side, testing was also applied by the Guttman scale for the background of the problem, the analysis of system needs and the purpose of system implementing which answer resulted in a score of conformity level is above 98%.

Key words: archives, digital, administration.

