ABSTRACT

DEVELOPMENT OF E-ARSIP TO IMPROVE THE EFFICIENCY OF DOCUMENT MANAGEMENT AT THE BPS-STATISTICS INDONESIA OF GOWA REGENCY

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This study aims to develop an e-arsip system (an electronic archive system) to improve the efficiency of document management at the BPS-Statistics Indonesia (Badan Pusat Statistik or BPS) *of Gowa Regency. The manual document management system that is still in use causes various problems, such as difficulty in searching for documents, accumulation of archives, and limited storage space.*

This study employs a qualitative descriptive approach using the waterfall system development method, which consists of the following stages: requirements, design, implementation, testing, and maintenance. Data collection was conducted through observation and interviews with staff from the finance department of the BPS-Statistics Indonesia of Gowa Regency.

The results of the study indicate that the e-arsip system developed based on a website using the Laravel PHP framework is capable of addressing existing issues, particularly in document categorization and search filter features. This system supports the management of active archives, such as documents like the Fund Disbursement Order (SP2D), Payment Order (SPM), Payment Request (SPP), and other supporting files related to finance. The system implementation has also been tested through user trials and has received positive feedback regarding ease of use and work efficiency. With the development of this e-arsip system, it is hoped that document management within the BPS-Statistics Indonesia of Gowa Regency will become more organized, faster, and secure, while also supporting the overall digital transformation of government agencies.

Keywords: E-arsip, Document Management, Archive Digitization, System Efficiency.

Translated by:
The AgencyES
Language Institute
File No.: 640-S1-125062