ABSTRACT
ARCHIVES MANAGEMENT OF PAYING ORDERS (SPM) AT THE COMPETENCY DEVELOPMENT CENTER OF THE MINISTRY OF PUBLIC WORKS AND PEOPLE'S HOUSING OF REGION VIII MAKASSAR

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In the recent times, conventional procedures are still employed in archive management. Such as; storing files only physically. Manual file searching method which is requiring a great deal of time making the physical files kept are susceptible to harm, and the absence of the borrower data when. These practices can largely effect the destruction of vital archives.

On the basis of these issues, the researchers sought to determine how to handle payment order archives (SPM) at the Balai PUPR Wil VIII Makassar Competence Development Center.

This study employed a descriptive-qualitative research technique that was conducted at the Balai PUPR Wil VIII Makassar Competency Development using an action research methodology. Action research simultaneously describes, interprets, and explains a condition by implementing alterations or interventions for the purpose of betterment or involvement.

With the use of a Web-Based Application system named SIPATI, this research provides Administrative Technology Innovation that is anticipated to be able to address the issues of converting conventional archives into digital archives (Information Technology-Based Archive Management System). It is anticipated that SIPATI will be able to assist the process of transporting documents by scanning data, document storage capabilities, data indexing capabilities, and the ability to regulate access so that archive integrity may be maintained over time.

Keywords: Management, Payment Order (SPM) Archives, Digital Archives

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