

RR RR NADIA AMALIA PUTRI, 21.230.0144

SISTEM PENGELOLAAN SURAT MASUK DAN SURAT KELUAR PADA
BAGIAN PEREKONOMIAN SEKRETARIAT DAERAH PEMERINTAH
KOTA PEKALONGAN, di bawah bimbingan Eko Budi Susanto, M.Kom dan
Much Rifqi Maulana, M.Kom

(jum hal) + xii hal/ 00 gambar/ 00 tabel/ 0 lampiran/ 00 daftar pustaka (2020-
2025)

ABSTRAK

Bagian Perekonomian Sekretariat Daerah Pemerintah Kota Pekalongan memiliki peran penting dalam pengelolaan administrasi surat masuk dan surat keluar yang berkaitan dengan kegiatan perekonomian daerah. Namun, sistem pengelolaan surat yang masih dilakukan secara manual menyebabkan proses administrasi menjadi kurang efisien, rentan terhadap kesalahan, dan sulit dalam pelacakan arsip. Penelitian ini bertujuan untuk merancang dan membangun Sistem Informasi Pengelolaan Surat Masuk dan Surat Keluar berbasis website guna meningkatkan efisiensi, efektivitas, dan akurasi pengelolaan administrasi surat di instansi tersebut. Pengumpulan data dilakukan melalui observasi, wawancara, dan kuesioner, serta ditunjang oleh data sekunder dari dokumen internal dan literatur terkait. Pengembangan sistem menggunakan model Waterfall dengan lima tahapan: Communication, Planning, Modeling, Construction, dan Deployment. Bahasa pemrograman yang digunakan adalah PHP dengan framework CodeIgniter 4, serta database MySQL. Sistem diuji menggunakan metode white box, black box, dan user acceptance test. Hasil pengujian menunjukkan bahwa sistem yang dikembangkan mampu mengatasi permasalahan pengelolaan surat manual dan memberikan kemudahan bagi pengguna dalam pencatatan, penyimpanan, pencarian, dan pelaporan surat masuk maupun keluar secara efektif dan terorganisir. Implementasi sistem ini diharapkan dapat mendukung modernisasi tata kelola pemerintahan dan meningkatkan pelayanan administrasi publik di Pemerintah Kota Pekalongan.

Kata Kunci : Sistem Informasi, Surat Masuk, Surat Keluar, Administrasi

RR RR NADIA AMALIA PUTRI, 21.230.0144

INCOMING AND OUTGOING MAIL MANAGEMENT SYSTEM IN THE
ECONOMIC AFFAIRS DIVISION OF THE REGIONAL SECRETARIAT OF
PEKALONGAN CITY GOVERNMENT, Under the guidance of Eko Budi

Susanto, M.Kom dan Much Rifqi Maulana, M.Kom

(jum hal) + xii pages/ 00 figures/ 00 tables/ 0 appendices/ 00 references(2020-
2025).

ABSTRACT

The Economic Affairs Division of the Regional Secretariat of the Pekalongan City Government plays a vital role in managing the administration of incoming and outgoing letters related to regional economic activities. However, the current manual letter management system results in inefficiencies, a high risk of errors, and difficulties in tracking archived documents. This study aims to design and develop a web-based Information System for Managing Incoming and Outgoing Letters to improve the efficiency, effectiveness, and accuracy of administrative letter handling within the institution. Data collection was conducted through observation, interviews, and questionnaires, supported by secondary data from internal documents and relevant literature. The system was developed using the Waterfall model, which consists of five stages: Communication, Planning, Modeling, Construction, and Deployment. The programming language used was PHP with the CodeIgniter 4 framework, and MySQL as the database. The system was tested using white box, black box, and user acceptance testing methods. The test results showed that the developed system effectively addressed the problems of manual letter management and provided users with convenience in recording, storing, searching, and reporting incoming and outgoing letters in a structured and efficient manner. The implementation of this system is expected to support the modernization of government administration and enhance public administrative services in the Pekalongan City Government.

Key Words : Information System, Incoming Mail, Outgoing Mail, Administration,