# ABSTRACT


## ARCHIVING INFORMATION SYSTEMS OF INCOMING AND OUTGOING MAIL IN PANITERA MUDA PERKARA PERDATA AGAMA MAHKAMAH AGUNG

***By*** **:**

**RENDI NUSA PRIBADI**
**10107150**

*Archiving of incoming and outgoing mail is a routine institutions activity. Incoming and outgoing mail could be very important element for institutions, because both of them is official information and one of officially technique to communicate with another institutions, in this case needed save system which able to help for searching and reporting considering many data accepted.*

*The process to help and ensure data is managed awake its accuracy at the time of processing and storage, It takes a good system for processing data. So with the system for managing process of managing from the recording, handling, and storing the archive will help the other activities in institutions like reporting or maybe searching hole of data in what period or one piece of data when institution need it. Analysis method that used to build this system based on structured analysis method, tools are used to model the data flow is DFD (Data Flow Diagram), and ER Diagram to model the data relation*

*Archiving information system of incoming and outgoing mail in* Panitera muda perkara perdata agama Mahkamah agung *consists of several access rights such* Tata usaha *as a management which the archive will come into,* Panitera muda *as a created outgoing mail from incoming mail and also managing archive storage, and* Ketua muda *as a leader of* Panitera *for making some decision. Than previous system this application had several advantages, the reason is this system can handle the duplication of incoming data, and have a good thing of searching process.*



***Key words*** **:** *archiving, incoming mail, outgoing mail*, Tata usaha, Panitera muda and Ketua muda.