ABSTRACT

Part archivists who served as manager of the archive in the Archives Depot (BAPAPSI) Regency Bandung, In find issues in the management of archives in which information and systems they use in the management of archives have not been efficiently and effectively in the process of recording data is still done manually, number of storage racks number of tens and even more data is stored very much at all resulted in the search process takes a long time, document archives risky form of physical data that will damage and the absence of data backupan that allows preservation of the physical wholeness.

The research method I use is dekriptif method can be interpreted as a problem-solving process is investigated to describe the state of the subject and object of research at the present time, While the methods used in the development of the system is using Method Waterfall.

To the authors make an archive management information system applications in the Archives Depot (BAPAPSI) Regency Bandung, aims to overcome the problems that occur archivists section, so that the process of managing files quicker and easier.

Keywords: System, Information, Archive Management