



**WEB-BASED MANAGEMENT INFORMATION SYSTEM FOR DATA
ARCHIVES AND DOCUMENT DISPOSITION AT RBIY**

UNDERGRADUATE THESIS

**Submitted as one of the requirements to obtain
Sarjana Komputer (S.Kom.)**

By:

KHOLFAN ILMI AYUNI FADILLAH

012202000051

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ABSTRAK

This Final Project describes the "**Web-Based Management Information System for Archives and Disposition Documents at RBIY**". The background of this Final Project is the situation at RBIY company which has a lot of data and it is still stored manually so it sometimes takes a long time to find the data you want if you don't know where it is. The background for making this final project is that the author sees that data disposal arrangements are still manual as well by combining hard files in one place or separate soft copies so that it is rather difficult to check documents that should have been destroyed.

This Final Project is inspired by cloud and Google functions. Where the cloud functions to store data in a web form that is smaller in size and invisible so that writers can archive data more easily and don't have to worry about storage. Then Google functions to find information quickly so that writers can quickly find the data they want to search for.

This Final Project aims to make archiving and disposing of data more effective and more efficient. Where the author unites all existing data or archives it on a platform in the form of a web and creates a special user who can enter the web and create, view, edit, and delete data. Because sometimes the data on the laptop/computer can be lost either intentionally or unintentionally by other people who have access to the data. For document disposition, the author arranges it so that when a user enters a file into the web, the user can immediately make a schedule for the disposition of the document. Document disposition here is also not just for documents that must be destroyed but can be for other purposes such as asking for signatures or asking other relevant departments to fill out and so on.

Keywords: management information system, manual, website, function, data, archive, disposition, document, effective, efficient, user

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