

ABSTRACT

Parit Padang local agency is a government agency which is located Jl. Jend.A.Yani (Jalur II) Parit Padang Kecamatan Sungailiat Bangka village which is now headed by Mr. Rully Redhani, S.AP. In focusing problems and in order not to deviate from the subject, then the extent of the problem that this thesis will discuss the process of administrative correspondence.

The problem is that the data processing is still done manually, giving rise to various problems, such as the delay in presenting the report to the leadership, poor data storage resulting in wastage of time in the grouping of data, lack of secure data accuracy and the possibility of recording errors in the care of the residents. Authors in analyzing the object-oriented system using methods such as UML use case diagrams, activity diagrams, class diagrams and sequence diagrams. In designing the system the authors use the ERD and LRS. To view the design of the screen I use Microsoft Office Visio 2007. And for database I use Microsoft Office Access 2007. Purpose in writing this paper is expected to assist the Office of the Chief of the Parit Padang Village improve the existing system with the hope of processing and presenting information administrative correspondence that had been done manually can be facilitated with the establishment of a computerized information system design. With the computerized system, it is expected to support the achievement of goals such as ease of users in the system provides reports - reports of quality and meet the needs of management, time efficiency in the conduct of postal services to the citizens, the documents produced higher quality output and informative, increase the effectiveness of data processing in order to produce the information needed to complete and can be generated at any time if needed, and improve the quality of services to those in need.