

E-ARCHIVE INFORMATION SYSTEM FOR COOPERATION DOCUMENTS AT THE COMMUNICATION AND INFORMATICS OFFICE OF EAST LAMPUNG REGENCY

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Abstract

The development of information technology encourages government agencies to carry out digital transformation in archive management to increase administrative efficiency and effectiveness. The Communication and Information Service of East Lampung Regency still faces obstacles in the management of cooperation documents that are carried out manually, such as difficulties in searching archives and the risk of data loss. This research aims to design and build a web-based Cooperation Document E-Archive Information System as a solution to these problems. The system development method used is the Prototype method, which allows direct interaction between developers and users in the system development process. The system is built using PHP 8.1 with the Model-View-Controller (MVC) architecture and MySQL 8.0 as the database. Black-box testing conducted on 25 test cases achieved a 100% success rate, confirming that all functional requirements were met without errors. User Acceptance Testing (UAT) yielded an acceptance score of 92%, indicating a high level of user satisfaction and system usability. These results demonstrate that the developed system effectively simplifies the document management process—from storage and retrieval to structured archival grouping, thereby improving work efficiency and supporting the implementation of the Electronic-Based Government System (SPBE) in the relevant agencies.

Keywords: E-Archive, Cooperation Documents, Information Systems, Prototype, Web-Based, SPBE

1. INTRODUCTION

The rapid development of information and communication technology has brought significant changes in the governance of government administration in Indonesia. In the context of the digital era, archive management is a crucial aspect in realizing effective, transparent, and accountable public administration. The presence of a digital archive management system offers an integrated solution to overcome various obstacles in conventional document management, such as the potential for data loss, inaccurate information, and slow bureaucratic processes[1]. This condition encourages local government agencies to carry out digital transformation, especially in the management of important archives and documents[2].

Digital transformation in the field of local government archives is supported by a strong regulatory framework. Electronic archives (e-archive) are an information management system in the form of documents that are recorded and stored through computer technology, known as an electronic document management system (Document Management System). This system is designed so that documents can be accessed, managed, rediscovered, and utilized efficiently, as stipulated in the Regulation of the Head of the National Archives of the Republic of Indonesia [3]. The regulation is the basis for local government agencies, including the Communication and Information Service, in implementing an electronic archiving system as part of the implementation of the Electronic-Based Government System (SPBE)[4].

The Communication and Information Service of East Lampung Regency as a regional apparatus that has authority in the field of information technology is responsible for the management of cooperation documents with various partners, both from the government and private sectors. However, the process of managing these documents is still carried out manually, causing various

obstacles. The application of a web-based archiving information system is considered to be able to overcome these problems, such as difficulties in finding documents and the risk of losing archives, as well as increasing the speed of decision-making through more optimal access to information [5]. Therefore, the need for a structured and technology-based e-archive system is becoming increasingly urgent for these agencies[6].

A number of previous studies have shown the effectiveness of the implementation of the e-archive system in government agencies. Research by [7] regarding the design of the document e-archive system at Bappelitbang Bandung City using the System Development Life Cycle (SDLC) method with the support of a web-based application. The system was developed using PHPRAD and MySQL, and has been proven to be able to improve the efficiency of archive management that was previously done manually, thereby minimizing the risk of damage and data loss due to limited storage and high maintenance costs [8]. This research is relevant because it examines the application of the e-archive system in local government agencies with similar problems.

Another related research is the development of a web-based cooperation information system at the SEAMOLEC institution. The system is designed to facilitate the preparation of cooperation documents, speed up the process of searching archives, and facilitate online monitoring of activity plans. The results of the test using the black box method showed that all system functions were running well, while the results of the User Acceptance Test (UAT) obtained an acceptance rate of 94% [9]. These findings show that web-based systems are able to integrate document management in a more systematic and accessible manner.

Furthermore, research by [10] regarding the digitization of web-based document archives at the Banyuwangi Regency Environment Agency also strengthens the urgency of this research. The system developed consists of a front-end component as a user interface and a back-end for data management by administrators. Development was carried out using the SDLC approach with the prototype method, which involved structured stages ranging from needs analysis to system design, and supported by various modeling diagrams such as Use Case Diagram, Class Diagram, Activity Diagram, and Sequence Diagram [10]. The results of the study show that archive digitization can improve the quality of document management to be more modern and reliable.

Based on the background presentation and the study of previous research, it can be concluded that the manual management of cooperation documents at the Communication and Information Office of East Lampung Regency is no longer adequate in supporting governance in the digital era. The implementation of the archive information system not only serves as a modernization effort, but also as a form of support for the implementation of SPBE to realize a transparent, efficient, and accountable government [11]. Therefore, this research aims to design and develop a web-based cooperation document e-archive information system as a solution to increase the effectiveness of document management while accelerating digital transformation in the local government environment.

2. RESEARCH METHODOLOGY

2.1 Research Flow

This research was carried out through eight stages that were arranged systematically and sequentially. The research flow starts from problem identification, followed by literature study, data collection using three techniques (observation, interview, and documentation), system design using UML, system implementation, prototype evaluation, Black Box testing[12], to the drawing of conclusions and suggestions. The complete research flow is presented in the following Figure.



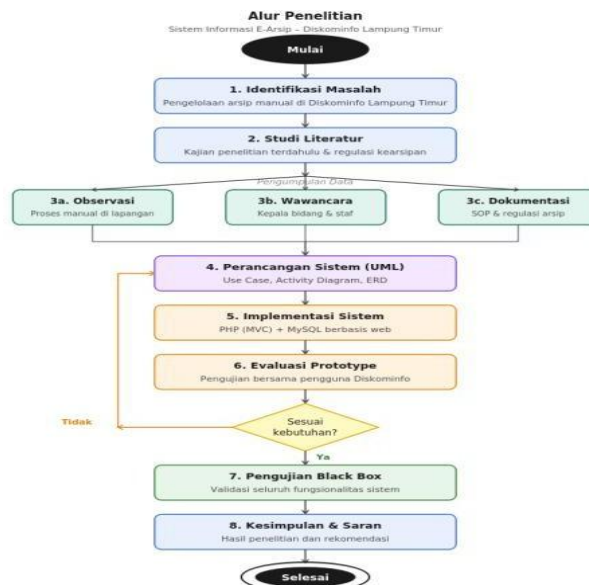


Figure 1. Research Flow of the E-Archive Information System of the East Lampung Diskominfo

2.2 System Development Methods

This research uses the Prototype system development method. The Prototype method is a software development approach that allows developers and users to interact directly in each stage of system development, so that the resulting system can be more in line with the needs of users [12]. This method was chosen because the East Lampung Regency Diskominfo needs a system that can be evaluated and improved continuously based on input from end users. Compared to the Waterfall model, which follows a rigid linear sequence and requires fully defined requirements upfront, the Prototype method is more suitable for this context where user requirements were initially unclear and subject to refinement through iterative feedback. Unlike Agile, which suits large distributed development teams operating in sprints, the Prototype method accommodates the smaller development scope of this study while still ensuring active user involvement at each stage. This iterative, user-centric nature of the Prototype method aligns well with the operational environment of a government office, where end-user familiarity with the system must be built progressively prior to full deployment.

The stages of the Prototype method applied in this study consist of four main stages. First, the requirements gathering stage, namely identifying the functional and non-functional needs of the cooperation document e-archive system through direct communication with the East Lampung Regency Diskominfo staff. Second, the prototype design stage (quick design), which is to quickly design the interface and system flow as an initial picture that will be evaluated by the user. Third, the prototype evaluation stage, which is a prototype that has been designed is tested and evaluated directly by the user to get input on improvements. Fourth, the repair and development stage (refinement), namely the prototype is improved and refined based on the results of the evaluation until the system meets all user needs and is ready to be implemented[13].

2.2 Data collection techniques

Data collection in this study was carried out using three techniques, namely observation, interviews, and documentation. These three techniques are used simultaneously to obtain complete, accurate, and accountable data as the basis for designing an e-archive information system for cooperation documents[14].

1. First, Observations, carried out by directly observing the process of managing and archiving cooperation documents that are running at the Communication and Information Office of East Lampung Regency. The observation aims to understand the existing workflow, the obstacles faced by employees in managing documents manually, and the operational needs that must be accommodated by the new system[15].

2. Second, Interviews, It is carried out by asking questions in a structured manner to the Head of Division and staff responsible for managing cooperation documents at the East Lampung Regency Diskominfo. The interview was conducted to dig deeper information related to the problems faced, the need for system features, and users' expectations for the e-archive information system to be built [16].
3. Third, Documentation, is carried out by collecting and studying related documents such as examples of cooperation documents, Standard Operating Procedures (SOP) for archiving, as well as applicable regulations and regulations regarding archive management within local governments. Documentation data is used as a reference in designing database structures, archive categories, and system flows that are in accordance with archival requirements [17].

2.3 System Planning

The design of the e-archive information system for this collaboration document uses the Unified Modeling Language (UML) modeling approach. The diagrams used include a Use Case Diagram to describe the interaction between users (admin and staff) with the system, an Activity Diagram to describe the flow of the process of uploading, searching, and downloading cooperation documents, and an Entity Relationship Diagram (ERD) to design a database structure that contains document entities, cooperation categories, partners, and system users.

The system is built web-based using PHP version 8.1 with a custom MVC (Model-View-Controller) architecture—without an external framework—to maintain simplicity and full control over system components, as well as MySQL 8.0 as the database management system managed via phpMyAdmin. Document files are stored in a dedicated server directory with access restricted through session-based authentication, ensuring that only authenticated users with the appropriate role (Admin or Staff) can upload, download, or delete files. Uploaded cooperation documents are stored in PDF format to preserve document integrity and prevent unauthorized editing. File naming follows a structured convention combining the document category code, partner ID, and upload timestamp to avoid duplication and facilitate retrieval. The development environment runs on a local server using XAMPP 8.1.6 on Windows 10, and the system interface is built using HTML5, CSS3, and Bootstrap 5 to ensure responsiveness across devices [18].

2.3.1 Use Case Diagram

The Use Case Diagram describes the interaction between the two main actors, namely Admin and Staff, with the functionality available in the E-Archive Information System. Admins have full access rights including login, manage users, manage archive categories, upload documents, search documents, download documents, manage cooperation partners, delete/edit documents, and view the recapitulation dashboard. Staff have limited access to search functions, download documents, and view recapitulation dashboards [19].

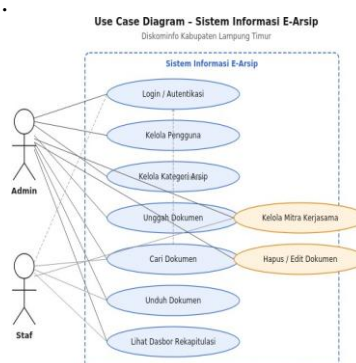


Figure 2. Use Case Diagram of E-Archive Information System

2.3.2 Activity Diagram

Activity Diagram describes the activity flow of the process of uploading cooperation documents on the system. The flow starts from the user login process, followed by authentication validation. If the login is successful, the user is directed to the system dashboard and can select the document upload

menu. The user fills out the form and selects the document file to be uploaded. The system then validates the completeness of the data; If the data is incomplete, the system displays a validation message and the user is asked to refill it, while if the data is complete, the document is stored in the database and the process is completed[20].

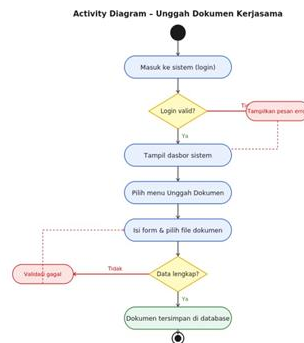


Figure 3. Activity Diagram of the Cooperation Document Upload Process

2.3.3 Entity Relationship Diagram (ERD)

The Entity Relationship Diagram (ERD) describes the structure of a system database consisting of four main entities, namely USER, MITRA_KERJASAMA, KATEGORI_ARSIP, and DOKUMEN_KERJASAMA. DOKUMEN_KERJASAMA entity is a central entity that is related to the other three entities. The relationships formed are: one user can upload many documents (1:N), one cooperation partner can have many related documents (1:N), and one archive category can include many documents (1:N)[21].

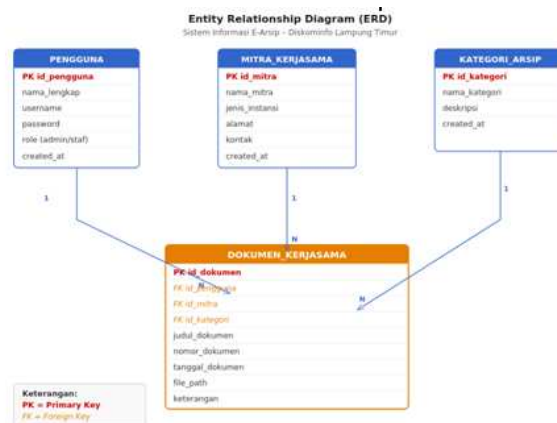


Figure 4. Entity Relationship Diagram (ERD) E-Archive Information System

3. RESULT AND DISCUSSION

Based on the system development method applied, a web-based Cooperation Document E-Archive Information System has been produced which functions to support the management and archiving of cooperation documents within the Communication and Information Service of East Lampung Regency. The system is built using the PHP programming language, MySQL as a database, as well as HTML and CSS to produce a responsive and user-friendly interface.

The main features available in this system include:

1. Cooperation Document Management: Users can add, update, and search cooperation documents quickly and in a structured manner.
2. Digital Archive Upload: Each cooperation document can be uploaded in the form of a digital file and stored centrally in the system database for easy data management and security.
3. Archive Classification and Categories: Documents can be grouped by specific categories, making it easier to organize and browse archives.
4. Document Search and Access: The system provides a search feature that allows users to find documents more efficiently based on specific keywords or attributes.

5. **User Access Rights Management:** The system implements the sharing of access rights between admins and users (staff) to maintain the security and integrity of archival data.

With these features, the system built is expected to be able to increase the effectiveness and efficiency in managing cooperation documents digitally[22]

3.1 Login Page Features

The interface of the login page on the Cooperation Document E-Archive Information System is the initial access for users to enter the system. On this page, users are required to enter their email and password according to their access rights in order to access the available features.

The login page interface design is made simple and easy to understand, with a clear layout of the input form that makes it easy to authenticate users. In addition, the visual display is designed to give a professional impression and support the user's comfort in interacting with the system. This login page also serves as a security mechanism to protect archival data so that it can only be accessed by authorized users, as shown in Figure 5.

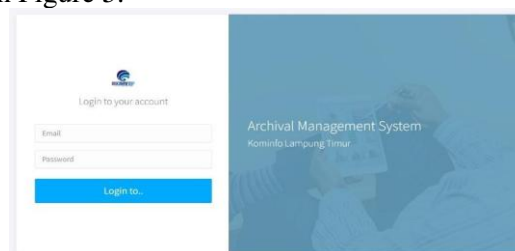


Figure 5 Login Page

3.2 Dashboard Page

The dashboard page on the Cooperation Document E-Archive Information System is the main page that is displayed after the user has successfully completed the login process. This page serves as an information center that provides a summary of data related to the management of cooperation documents in the system.

On the dashboard, users can see information on the number of documents based on certain categories, such as incoming and outgoing documents, both internal and external. The information is presented in summary form so that it makes it easier for users to quickly understand the condition of archive data without having to search through the data as a whole.

In addition, the dashboard is also equipped with a navigation menu located on the sidebar to make it easier for users to access other features such as document management, archive categories, and partner data. The dashboard view is designed to be simple and informative so that users can easily adapt and improve efficiency in using the system, as shown in Figure 6.

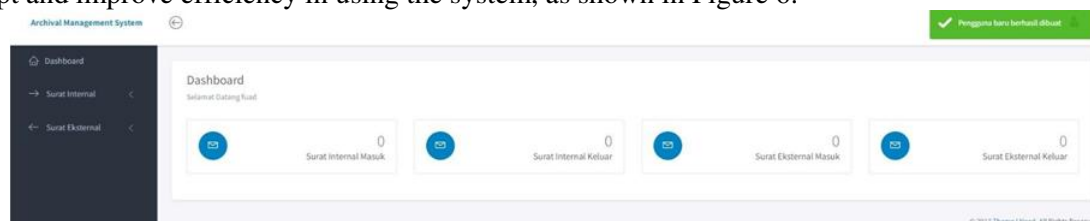


Figure 6. Dashboard Page

3.3 Incoming Mail Management Features

The incoming mail management page on the Cooperation Document E-Archive Information System is used to manage document data received by agencies. This page displays a list of documents in a structured manner in the form of a table that contains important information such as document number, letter origin, summary content, description, and other attributes related to the cooperation document.

Through this page, users can perform several activities, such as adding new document data, viewing document details, and conducting searches based on certain keywords. The available search feature helps users to quickly find documents without having to manually search through all the data.



In addition, the system also provides integrated data management so that every incoming document can be stored neatly and organized in the database. This aims to minimize the risk of data loss and increase efficiency in the document archiving process. The page view is designed to be simple and informative to be easy to use by users, as shown in Figure 7.



Figure 7. Manage Incoming Mail Page

3.4 Outgoing Mail Management Features

The outgoing mail management page on the Cooperation Document E-Archive Information System is used to manage documents created and sent by agencies to other parties. This page presents document data in the form of a structured table, with information such as document number, letter destination, summary content, captions, and other supporting attributes.

Through this page, users can manage document data thoroughly, starting from adding new documents, updating data, to searching for documents based on certain keywords. This search feature makes it easier for users to find the documents they need quickly and efficiently. In addition, the system ensures that every document managed is stored in an organized manner in the database, thus minimizing the risk of data loss and improving archive security. With this page, the process of managing outgoing documents becomes more systematic and well-documented. The interface display is designed to be simple and easy to use to support the user's comfort in operating the system, as shown in Figure 8.



Figure 8. Manage Outgoing Mail

3.5 Manage work units page

The work unit management page in the Cooperation Document E-Archive Information System is used to organize and manage work unit data contained in the agency. This work unit data plays an important role as part of the grouping and identification of cooperation documents based on the existing organizational structure.

On this page, the system displays a list of work units in the form of a table that contains information such as the name of the work unit, descriptions, and other supporting attributes. Through the available features, users can add new work unit data, update existing data, or delete data that is no longer in use. In addition, the management of work units that is integrated with the e-archive system allows each cooperation document to be associated with a specific work unit, thus simplifying the process of classification and searching for documents. It also supports more structured and systematic archive management.

The interface of this page is designed to be simple and easy to understand so that users can efficiently manage work unit data without experiencing difficulties, as shown in Figure 9.

No.	Nama Unit	Kepala Unit	Keterangan	Opsi
1	Administrator	administrator	Admin sistem	Edit Hapus
2	TIK	Joni Saputra	Keterangan Kosong	Edit Hapus
3	LEK	-	Keterangan Kosong	Edit Hapus
4	PKP	-	Keterangan Kosong	Edit Hapus
5	PIP	-	Keterangan Kosong	Edit Hapus
6	SEKRET	-	Keterangan Kosong	Edit Hapus

Figure 9. Work unit manage page

3.6 Position Management Feature

The position management page on the Cooperation Document E-Archive Information System is used to manage position data contained in the agency's organizational structure. This position data serves as an identity of the user's role in the system and supports the grouping of access rights. On this page, the system displays a list of job titles in the form of a table that contains information on job titles and descriptions. Users can add, change, or delete position data as needed. With this feature, role management in the system becomes more structured and supports security and user access control, as shown in Figure 10.

No.	Jabatan	Unit Kerja	Keterangan	Opsi
1	administrator	Administrator	Admin sistem	Edit Hapus
2	Fuad	TIK	Keterangan Kosong	Edit Hapus

Figure 10 Manage Position Page

3.7 Manage Users Features

The manage users page serves to organize the data of users who have access to the system. On this page, you will see information such as your username, email, job title, and account status. Users with specific access rights (admins) can add new accounts, update user data, and delete inactive accounts. This management of users is important to ensure that each access to the system can be properly controlled according to their respective roles and responsibilities. This page view is designed to be simple to use, as shown in Figure 11.

No.	Akun	Jabatan	Unit Kerja	Status	Opsi
1	Nama: admin Pegawai: Yusuf Eka Wicakana Email: admin@admin.com	administrator	Administrator	Admin	Edit Reset Password Hapus
2	Nama: fuad Pegawai: Fuad Email: fuad@gmail.com	Fuad	TIK	Pegawai	Edit Reset Password Hapus

Figure 11. Manage User Features

3.8 Employee Manage Features

The employee management page is used to manage employee data involved in the management of cooperation documents. The data displayed includes the names of employees, work units, positions, and other supporting information. Through this page, users can add new employee data, update existing data, and delete unnecessary data. The existence of this feature allows the system to have integrated reference data, thus supporting a more accurate and organized document management process. This page is shown in Figure 12.

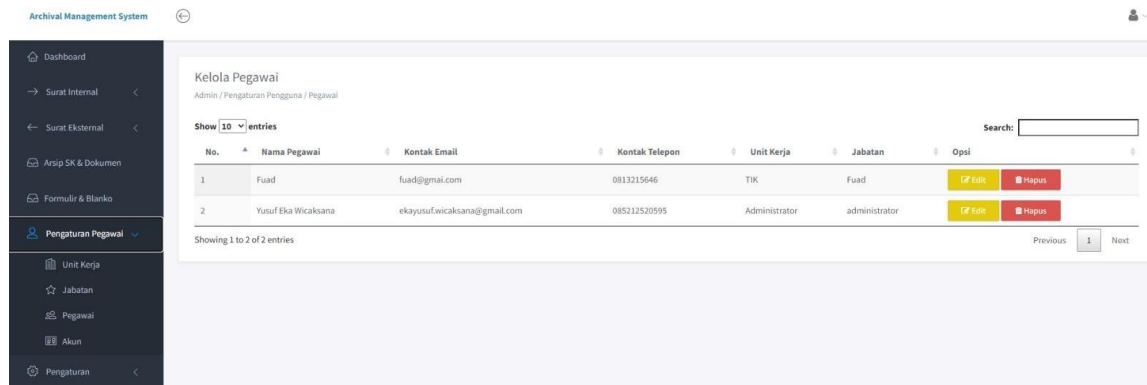


Figure 12. Pages of Employee Management Features

3.9 Manage Mail Type Features

The manage mail type page is used to organize the classification or categories of documents contained in the e-archive system. On this page, users can see a list of mail types and their descriptions in the form of a table. The available features allow users to add new mail types, update data, and delete mail types that are no longer in use. The grouping of documents based on the type of letter aims to simplify the process of classification, search, and overall archive management. The view of this page is shown in Figure 13.

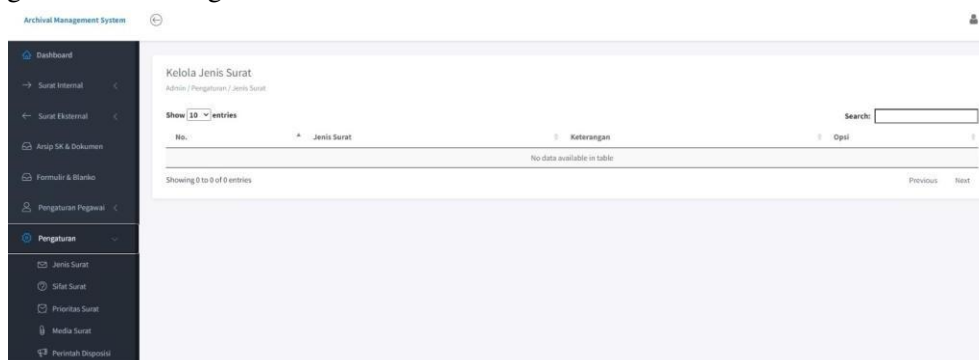


Figure 13. Manage Mail Type Features

3.10 System Testing

System testing was conducted using the Black Box Testing method to verify that all functional requirements of the E-Archive Information System operate as intended. A total of 25 test cases were executed covering login authentication, document upload, document search, document download, user management, mail type management, and access control between Admin and Staff roles. All 25 test cases produced results that matched expected outcomes, achieving a 100% success rate. Additionally, User Acceptance Testing (UAT) was conducted with 5 end users from the Communication and Informatics Office of East Lampung Regency, yielding an overall acceptance score of 92%, indicating a high level of usability and user satisfaction. The Black Box testing results are summarized in Table 1 below.

Table 1. Black Box Testing Results

No	Test Case	Expected Result	Actual Result	Status
1	Login with valid credentials	User is redirected to dashboard	User successfully directed to dashboard	✓ Pass

No	Test Case	Expected Result	Actual Result	Status
2	Login with invalid credentials	Error message displayed, access denied	Error message shown, login rejected	✓ Pass
3	Upload incoming document (PDF)	Document stored in database and directory	Document saved successfully, listed in table	✓ Pass
4	Upload document with invalid format	System rejects upload and shows validation warning	Warning displayed, file not stored	✓ Pass
5	Search document by keyword	Matching documents displayed in results	Correct documents returned in table	✓ Pass
6	Download document as Admin	File downloaded successfully	PDF file downloaded correctly	✓ Pass
7	Staff attempts to delete document	Access denied, delete option not visible to Staff	Delete button not rendered for Staff role	✓ Pass
8	Add new mail type category	New category saved and listed in table	Category added and appears in list	✓ Pass
9	Add new user account	Account created and appears in user list	New user saved and listed correctly	✓ Pass
10	Dashboard summary data display	Correct counts of documents per category shown	Dashboard displays accurate document statistics	✓ Pass

The complete Black Box Testing covered 25 test cases across all system modules. The 10 representative cases shown in Table 1 cover the core functional areas, all of which passed with results matching expected outcomes. These results confirm that the system fulfills all specified functional requirements and is ready for operational deployment. The UAT score of 92% further validates that users consider the system easy to use, well-organized, and effective for daily archive management tasks.

4. CONCLUSION

Based on the results of the design, implementation, and testing that has been carried out, it can be concluded that the web-based Cooperation Document E-Archive Information System at the Communication and Information Service of East Lampung Regency has been successfully built and is able to increase the effectiveness and efficiency in digital document management. Black Box Testing on 25 test cases achieved a 100% success rate, and User Acceptance Testing (UAT) yielded an acceptance score of 92%, confirming that the system meets all functional requirements and is well-received by end users. This system provides various key features such as document management, work units, positions, users, employees, and mail types that are integrated in one platform, making it easier to store, search, and group archives systematically. With this system, manual archiving problems such as search difficulties and the risk of data loss can be minimized, while supporting the implementation of the Electronic-Based Governance System (SPBE) in realizing more transparent, efficient, and accountable governance. For future development, it is recommended to integrate a digital signature (e-signature) feature to enable legally binding electronic signing of cooperation documents directly within the system, eliminating the need for physical signatures. Additionally, an automated notification feature for document expiration should be incorporated, which alerts responsible users via email or in-system notifications when cooperation agreements are nearing their expiration date. Further enhancements may include the integration of cloud storage (e.g., Google Drive API or AWS S3) for offsite backup and scalability, as well as role-based audit logging to track document access history for enhanced accountability and compliance with SPBE regulations.

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