

## **ABSTRACT**

*The development of Information Technology and is currently growing rapidly. Technological developments provide great demands for each agency to implement IT as a standard in data management to improve the efficiency, effectiveness and simplicity in the management of information. Government agencies namely West Java Regional Employment Board is the agency that manages the entire data of civil servants in the area of western Java. In the personnel data management Regional Employment Board of West Java are still using systems management and data storage manually. So it is very possible risks such as loss of data or documents that are still using paper records broken and no reserves. Given these problems, the authors make the final project developed a system of e-office applications that use information technology-based computers for office work. Development of e-office records documents using Rapid Application Development is expected to help BKD in the management and storage of data. So BKD have a centralized data storage system and can reduce paper usage.*

*Keyword : e-office, recording documents, RAD method*