

## ABSTRACT

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*Application of Data Archive Management in Institutional Office of Bojongsoang Sub-District is an application that serves to collect records in the Bojongsoang District Office. The purpose of the construction of this application is to build a system that can facilitate employees in managing archived data and reduce the risk of document loss and time efficiency in searching documents so there is no need to store archival documents to find if there is an archive document to be borrowed. The method used in this application is the waterfall method with the CodeIgniter programming framework, tools to design the Unified Modeling Language, and application testing in the Black Box Testing and User Acceptance Test. The research carried out is expected to facilitate sub-district employees to overcome the problems that occur in managing existing document archives.*

**Keywords :** Archives, Electronic Archives, Applications, Archives Management.