

ABSTRACT

The Region Archive Agency (Basipda) of West Java Province is District Government of West Java's agency which have main mission to secure the archive as information source and responsible proof government, built process, and social. In perform its main mission, Basipda of West Java try to optimize this work. The high cycle in processing and serving activity of archive is main problem which need attention by Basipda of West Java.

One of the methods which use to optimize the work of this agency is by doing Business Process Improvement (BPI). In perform this BPI, they make a design of information system which is hoped can decrease the high of archive processing and serving time.

Before doing a design of archive process and serve information system, they were doing suggestion for making better to business process by remapping the business process which relevance with its analysis, such as: analysis to anything which cause the high of time cycle, analysis to the available of human resources, facilities, technologies, and analysis to internal customers. This design judgment of business process suggestion is influenced by affectivity factor of process and efficiency time factor which are found from activity analysis.

By this design of archive processing and serving information system can be resulted the efficiency of business process significantly. The existing activities in archive processing can be eliminated from 54 activities with 9903 minutes time cycle (20,63 work day) to 46 activities with 4315 minutes time cycle (8,99 work day), then the number of existing activities in archive serving can be eliminated from 37 activities with 158 minutes time cycle (2,63 work day) to 25 activities with 99 minutes time cycle (1,65 work day). Besides it, the high of archive processing efficiency rise from 83.11% to 92.77% and the high of archive serving efficiency rise from 54.27% to 70.20%.

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