

ABSTRACT

Way Kanan Regency has a population of 3882 people and 1022 households. The village office is not only a place to serve the community in the field of letter requests but also as a medium for delivering information on activities in the village environment. The procedure for processing document data at the Village Office is carried out manually and numbering both letter and non-letter documents, then filing is carried out in the archive book. Processing of information data both announcements, notifications or news related to the Village environment as a whole is only carried out on the information board located at the Village Office.

The problem with processing documents at the Village Office is that the archiving process is carried out using an archive notebook, so that it can result in data accumulation, data duplication and data manipulation. The document storage process is carried out in a 3x4 meter room, which creates a sizable operational cost. Based on the filing process that has been carried out, the officers still find it difficult to find or get the necessary population data or documents so that it has an impact on the inefficiency of the time it takes to obtain the data. The research aims to build an electronic document system with mail request services, the method used in system development is extreme programming and to produce a system that can be accessed online with the letter request feature and village information.

Keywords: *Web Applications, Management, E-Documents*