

## INTISARI

### PENERAPAN SOFTWARE *E-PERSURATAN* DI BIRO UMUM SEKRETARIAT JENDERAL KEMENTERIAN PERHUBUNGAN REPUBLIK INDONESIA

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### PROGRAM STUDI KEARSIPAN SEKOLAH VOKASI UNIVERSITAS GADJAH MADA

Perkembangan teknologi informasi kini berdampak positif terhadap dunia kearsipan. Teknologi informasi berupa komputer menjadi sarana atau alat bantu dalam pengelolaan arsip terutama arsip dengan media kertas (arsip konvensional) yang seterusnya disebut dengan otomasi kearsipan. Studi ini terfokus mengenai penerapan software *e-persuratan* di Biro Umum Sekretariat Jenderal Kementerian Perhubungan RI. Dalam menjalankan aktifitas perkantoran terutama dalam hal surat menyurat, Kementerian Perhubungan menerapkan otomasi kearsipan yaitu aplikasi *e-persuratan*.

Penelitian ini menggunakan metode deskriptif dengan menerapkan tiga metode pengumpulan data yaitu, studi kepustakaan, observasi, dan wawancara. Penerapan software *e-persuratan* dianalisis berdasarkan alur kerja pada sistem komputerisasi sesuai keadaan nyata dilapangan.

Hasil penelitian ini menunjukkan bahwa pelaksanaan sistem otomasi persuratan memberikan kontribusi efisiensi kerja, namun penerapannya belum optimal terutama didalam penggunaan aplikasi *e-persuratan*.

Kata Kunci: Sistem, Otomasi Persuratan, *e-persuratan*. Correspondence.

## ABSTRACT

### IMPLEMENTATION OF THE *E-PERSURATAN* SOFTWARE IN GENERAL SECRETARIAT BUREAU, MINISTRY OF TRANSPORTATION OF THE REPUBLIC INDONESIA

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Nowadays, the development of technology information gives positive impact on the archive scope. Technology information such as computer becomes medium support in archive management especially for conventional archive or archival automation. This study focuses on the implementation of *e-persuratan* software in the Biro Umum Sekretariat Jenderal Kementerian Perhubungan RI. The employees of Ministry of Transportation apply an automation of archive named *e-persuratan* application on correspondence.

This research uses descriptive method by applying three methods of collecting data such as; literature study, observation, and interview. The implementation of *e-persuratan* software is analyzed based on the field workflow.

The result of this study indicates that the implementation of the automation correspondence system gives contribution of work efficiency, however its application is not optimal, especially for *e-persuratan* implementation.

Keywords: Systems, Automated Correspondence, *e-persuratan*, Correspondence.