

ABSTRACT

The development of information and communication technology has penetrated to various aspects including archives. The use of the archive manager application is expected to meet the needs and simplify the completion of the work in terms of archival management so that researchers conduct research entitled "Application of Letter Management for Management of Record at PT PLN (Persero) APP Salatiga". The purpose of this research is to know Application of Letters Management for management of record in PT PLN (Persero) APP Salatiga. This study used descriptive qualitative method. The informant was selected using purposive sample technique because the informant's decision was based on criteria. Informants in this study amounted to six people, namely employees of PT PLN (Persero) APP Salatiga, employee secretariat PT PLN (Persero) APP Salatiga, and Supervisor Administration and Human Resources. Techniques of data collection used were observation, interviews, and documentation. Data analysis used data reduction techniques, display data and conclusions. The result of the research explains that the whole process of record management in PT PLN (Persero) APP Salatiga was done by using Application of Letter Management. Record at PT PLN (Persero) APP Salatiga consisting of, incoming mail, outgoing mail, official note, and special form letter. Application of Letter Management at PT PLN (Persero) APP Salatiga was able to complete the record management activities more easily and quickly because by entering data into the form processing could be automatically disposition and save the file. The menus contained in the Application of Letter Management in PT PLN (Persero) APP Salatiga include mail processing menu, mail reception menu, outgoing mail menu, letter disposition menu, retrieval tool, office memorandum menu, special form letter menu and others menu could run smoothly.

Keywords: *Application, record management, PT PLN (Persero) APP Salatiga*