

## **ABSTRACT**

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### **DESIGN OF VILLAGE ADMINISTRATIVE INFORMATION SYSTEM IN SURADITA VILLAGE OFFICE**

*The Suradita Village Office is a village office located in the Tangerang area. This village office is engaged in services to the community, such as: making identity cards (KTP), making family cards (KK), and making certificates according to the needs of residents. Along with the development of technology, the Suradita Village Office has printed a large number of letters, making it difficult for the data recording process which is still being recapitulated and data is collected manually. Making it difficult for the village staff to find the letter files that have been made because the number of letters that are also counted is very large and you have to look for them one by one. The process of writing a letter still uses Microsoft Word, even though it uses computer technology, it is still very difficult because there are a lot of numbers to type in the contents of the letter manually. The process for reporting annual and monthly operational activities in villages is also still done manually. So that the village staff also had to recap the letter data. Therefore, a village administration information system is needed that can help record letter numbers, assist in making letters, recording letters, making KTP and KK, as well as a feature that helps operational activities of village administration services.*

**Keywords:** Information System , services , administration