

**USE OF APPLICATION OF LETTER AGENDA MANAGEMENT  
INFORMATION SYSTEM (SIMAS) AT CENTER FOR UPPER  
LIVESTOCK BREEDING AND FORGIVE LIVESTOCK FEED  
BATURRADEN BANYUMAS REGENCY**

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**ABSTRACT**

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The purpose of this study was to describe the use of Management Information System Applications in the Management of Incoming and Outgoing Letters at the Baturraden Center for Superior Cattle Breeding and Forage. The data analysis technique used in this study is a descriptive qualitative approach with an interactive model using the "Purposive Sampling" technique. Aspects of Ease: Ability, Human Resources that can be relied on in working in accordance with existing provisions, readiness of Human Resources who can be relied on in completing tasks and have a level of loyalty in work. and admins have their own initiative in making good decisions, without having to depend on the leadership. (2) Efficiency Aspect: The use of storage space in the database is carried out to support the Agenda Letter Management Information System (SIMAS) which can be said to be good, employees also uphold archival rules in terms of security and maintenance. (3) Speed Aspect: Utilization of the database allows to be able to store has been carried out properly in accordance with the direction of submission of Official Manuscripts.

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**Keywords;** *Management Information System, Mail Agenda, Banyumas Regency.*

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**A. INTRODUCTION**

The development of technology in this day and age increasingly demands how important information is for every organization, both government and private. Because basically all organizational activities require information to support administrative work processes and the implementation of management functions. One source of information that can support the process of administrative activities is archives. That's why there is a need for archive management so that it can be easily obtained by those who need it.

Archives are recordings of activities or events in various forms and media in accordance with the development of information and communication technology made and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of social, national and international life. patriotic.

Each activity requires data and information assistance. as well as in decision making. Information is an absolute necessity for every organization, both government and private organizations. All organizational activities basically require information. Therefore, information becomes a very important part to support the administrative work process and the implementation of management functions of the bureaucracy in the face of rapidly changing situations and conditions. With the help of correct and accurate data and information, decision making can be produced efficiently and effectively.

The number of files that must be filled means a lot of paper is needed. This relates to the security of the letter or information stored because if it is not managed properly the paper can be damaged or lost. The more files, the greater the storage space needed. The storage of letter information which is done by writing results in the writing of reports whose data must be calculated one by one. For example, to determine how many incoming and outgoing letters are, the clerk will count incoming and outgoing letters one by one in the journal or storage cupboard.

To overcome these problems, a more integrated Application System was created called the "Mail Agenda Management Information System". This application uses a computerized system by entering the type of letter to find a list of incoming and outgoing letters to make it easier to find letters. In this program the Admin must first enter to access data from incoming and outgoing mail.

Classification of mail archives has an important and strategic role in the dynamic archive management system, including the official document system that has been stipulated by the Regulation of the Minister of Agriculture Number 121/Permentan/OT.140/10/2014, as well as revoking the regulation of the Minister of Agriculture Number 20/Permentan/OT .140/3/2012 , particularly at the stage of creation, use and maintenance of mail archives. In the archive creation stage, archive classification plays a role in giving identity to official documents, namely in numbering

official documents. While in the use and maintenance phase of archives, archive classification plays a role in the filing system stage, making it easier for the archives recovery process, therefore Law Number 43 of 2009 and Government Regulation Number 28 of 2012 concerning Archives Implementation. The classification of archives is prepared by taking into account the functions grouped using a coding system, including: Law (HK), Public Relations (HM), Foreign Cooperation (KL), Personnel (KP), Finance (KU), Organization and Management (OT), Equipment (PL), Planning (RC), Administration (TU), Research, Study and Agricultural Development (LB), Agricultural Production (PD) Post Harvest Management (PP), Human Resources (SM), Agricultural Facilities (SR), Supervision (PW), Plantation (KB), Livestock and Animal Health (PK), Household (RT), Food Crops (TP), Agricultural Licensing (PI), Food Security (KN), Agricultural Quarantine (KR), Horticulture (HR), Crop Variety Protection (PV) and Data and Information Systems (IT).

The use of the Mail Agenda Management Information System Application is an application for managing incoming and outgoing letters that was created and developed by the Directorate General of Livestock and Animal Health - Ministry of Agriculture. To run this application use the available browser.

**Table 1. Completion of Letter Handling from the Center for Superior Cattle Breeding and Forage Animal Feed Baturraden According to the Classification Code.**

Classification Code		Incoming Mail Archive		Archive of Exite mail	
		2019	2020	2019	2020
HK	The field of law	11	3	9	15
HM	Public Relations	359	197	186	123
KL	KL field	5	0	0	0
KP	Personnel Field	129	165	443	616
KU	Finance Sector	101	108	645	525
OT	Ortala field	12	10	15	15
PL	Equipment Field	339	839	2765	2407

RC	Planning Field	30	31	24	37
TU	Legal Affairs Field	313	274	1060	274
LB	Field of Agricultural R&D	0	0	0	0
PD	Field Pro. Agriculture	0	0	0	0
PP	Field of Post Harvest Management	1	0	0	0
SM	Field of Human Resources	19	6	0	0
SR	Field of Agricultural Facilities	0	0	0	0
PK	Livestock and Animal Husbandry Sector	145	75	120	49
KB	Plantation Sector	0	0	0	00
RT	Household Sector	55	40	49	27
KR	Agricultural Quarantine	3	1	0	0
PV	Plant Variety Protection	0	0	0	0
HR	Horticulture	0	0	0	0
TP	Crops	0	0	0	0
PI	Agricultural Licensing	0	1	0	0
PW	Supervision	20	24	29	30
TI	Data and Information Systems	5	3	2	0
KN	Food security	0	0	0	1
<b>Amount</b>		1.547	1.777	5.347	4.119

Sumber data : Balai Besar Pembibitan Ternak Unggul dan Hijauan Pakan Ternak Baturraden Tahun 2021.

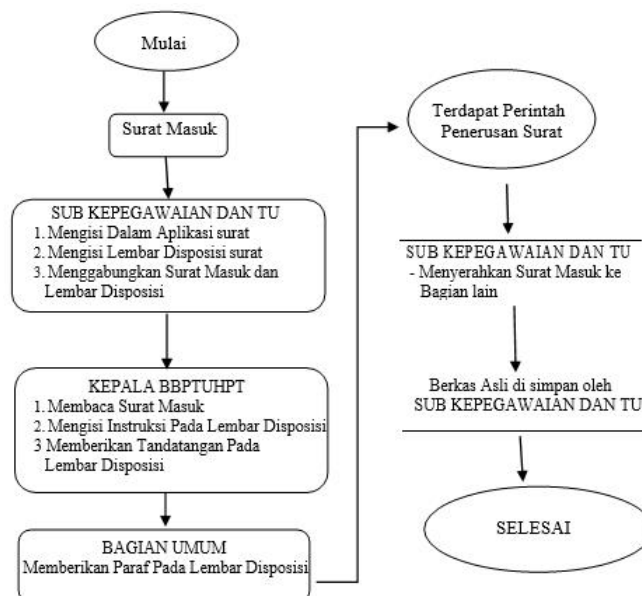
From table 1 above, we can see that the average completion of mail handling at the Center for Superior Cattle Breeding and Forage for Animal Feed for 2 years has increased for each classification code.

Letters that enter the office of the Central Cattle Breeding and Forage Baturraden Animal Feed will be received by employees in the Sub-Employment and Administration

section which then the employee will fill in the letter data in the incoming mail Agenda book and in the Management Information System Application and the incoming disposition sheet containing letter serial number, letter classification code and additional notes. The letter disposition sheet is a sheet to be filled out by the officer and the rest is filled in by the Head of the Balai. The letter data on the disposition sheet that must be filled in by the officer handling the letter includes the date; agenda number; number and date of incoming mail; attachment; return address; the subject/content of the letter; description.

The disposition sheet that has been filled in is then combined with the incoming letter which will be submitted to the Head of the Balai. The Head of the Office will read the letter and fill in the remaining letter data on the disposition sheet, namely the date of completion, further instructions, information to the Head of the General Section to be initialed indicating that the Head of the General Section knows the information contained in the letter. Then the letter and disposition sheet will return to the officer in charge of the sub-employment and administration section to be followed up according to the instructions given by the head of the center.

**Figure 1. Context**



(Data source: Center for Superior Livestock Breeding and Forage Animal Feed, Baturraden, 2021)

Berdasarkan penjelasan diatas maka penelitian ini mengambil judul mengenai “Analisis Penggunaan Aplikasi Sistem Informasi Manajemen Pada Balai Besar Pembibitan Ternak Unggul dan Hijauan Pakan Ternak Baturraden”.

## **B. METHODS**

This study uses a qualitative descriptive research design with a case study approach. Qualitative descriptive research is a research that is intended to reveal an empirical fact in an objective scientific manner based on scientific logic, procedures and supported by strong methodologies and theories according to the scientific discipline being occupied (Mukhtar, 2013:29). Informant withdrawal technique using "purposive sampling" with data collection techniques, namely interviews, observation and documentation. The data analysis method used is an interactive model (interactive model of analysis) with the validity of the data using the triangulation technique.

## **C. RESULT & DISCUSSION**

Use of Management Information System Applications at the Center for Superior Cattle Breeding and Forage Animal Feed in terms of aspects of convenience, efficiency, and speed. Abdul Kadir (2003:64) explains that the use of databases allows to be able to store data or make changes to manipulate data or display the data again easily. Aspects of ease of use of the mail agenda management information system application (SIMAS) at the Center for Superior Cattle Breeding and Forage Animal Feed Banyumas Regency can be seen from the management of incoming and outgoing mail that has been going well, with the SIMAS application it can also help order archives, as well as the ability of employees to run well in managing incoming and outgoing letters, assisted by updates that are always carried out in line with increasing the TND (Office Manuscripts) within the scope of the Ministry of Agriculture including the SIMAS application within the Balai scope which makes it easier for Admins to access and manage mail. In addition, in dealing with obstacles or problems in managing incoming

and outgoing letters, it can be anticipated with smooth and good communication between employees and with sub-coordination, which is carried out formally and informally while helping the existing SOPs to run.

Abdul Kadir (2003:64) Efficiency The use of storage space in the database is done to reduce the amount of redundancy (data repetition), either by applying a number of coding or by creating relationships in the form of files between groups of interconnected data. In the efficiency aspect of using the mail agenda management information system (SIMAS) application at the Central Cattle Breeding and Forage for Banyumas Regency, it can be seen from the specifications to support SIMAS that it can be said to be good but there are still difficulties in the storage system in terms of finding the required documents. In controlling the official document itself, it is good, in controlling the manuscript Dinah must also pay attention to many aspects so that it can maintain the security and maintenance of files or documents in order to meet archival rules with adequate facilities.

Abdul Kadir (2003:64) the speed of database utilization allows to be able to store data or make changes to manipulate data or display the data again quickly. On the speed aspect of using the mail agenda management information system application (SIMAS) at the Central Cattle Breeding and Forage for Banyumas Regency, it can be seen from the completion of the task that it can be said to be quite good but there are still mistakes made by officers due to lack of accuracy in data input. - data of incoming and outgoing letters, the submission has been carried out properly in accordance with the directions for submitting the official document as referred to in the serial number of registration, date and number of the official document, the origin of the official document, the contents of the summary of the official document, the intended work unit, the time of receipt, signature, and name of the recipient of the processing unit.

#### **D. CONCLUSION**

Based on the results of research regarding the use of Management Information System Applications at the Center for Superior Cattle Breeding and Forage, it can be concluded several things, namely that in the aspect of ease of ability, human resources that can be relied on in working in accordance with existing provisions, readiness of

Human Resources who can be relied on in completing tasks and have a level of loyalty at work. And admins have their own initiative in making good decisions, without having to depend on the leadership. Aspects of efficiency, the use of storage space in the database is carried out to support the Mail Agenda Management Information System (SIMAS) which can be said to be good, employees also uphold archival rules in terms of security and maintenance. The speed aspect, that the use of the database allows to be able to store has been carried out properly in accordance with the directions for submitting the Official Manuscript.

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