

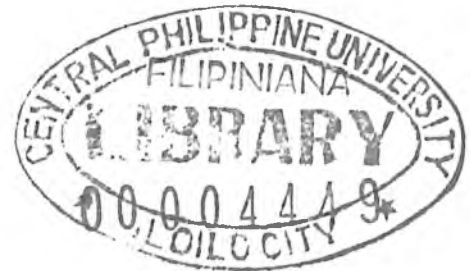
ELECTRONIC DOCUMENT ARCHIVING SYSTEM

**A Thesis
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ABSTRACT

For any organization to operate at optimum efficiency, it is essential that its information is securely stored and immediately accessible. eDoc for EIA office is tightly integrated into data management and archiving system that will boost efficiency and significantly reduce workspace and costs.

The purpose of the study is to provide the client a fast, reliable and flexible file archiving system with a web interface application which provides full access to the documents through a standard web browser. eDoc was also developed to enable the preservation of the archived documents for a long period of time and ensure a long-term security of electronic assets in the EIA Office.

Rapid Application Development was used as the methodology of the study because it focuses on building applications in a very short amount of time; traditionally with compromises in usability, features and/or execution speed which the researchers found it very applicable in the progress of the system.

Through the functionalities being integrated in the development of the system, the requirements of the client were achieved. One of the features of Electronic Document Archiving System is to protect documents from loss or damage because information is being stored in the web and in the database. It lessens expenses and eliminates bulky filing cabinets and storage space. The team proposed to archive the files by incorporating a software solution. Plus, it provides backup and restoration protection of all documents. With the need of electronic archiving on this high-tech world nowadays, a system such as it's greatly needed.