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**REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 75 OF 2020**

ABOUT

REGIONAL GOVERNMENT ARCHIVES RETENTION SCHEDULE

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

- Considering:**
- a. that in order to empower archives and efforts to save archives as evidence of accountability for the performance of agencies and apparatus effectively and efficiently through archive depreciation activities;**
 - b. that based on the provisions in Article 53 of Government Regulation Number 28 of 2012 concerning the implementation of Law Number 43 of 2009 concerning Archives, it is stated that regional governments are required to have an Archives Retention Schedule as a basis for archive depreciation;**
 - c. that based on the letter of the Head of the National Archives of the Republic of Indonesia Number: B-PK.02.09/84/2020, dated 5 August 2020, regarding Approval of the Facilitative and Substantive Archives Retention Schedule (JRA) for the Regional Government of Sukoharjo Regency, which mandates that after obtaining approval from the Regent of Sukoharjo to immediately stipulate in a Regent's Regulation;**
 - d. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning the Retention Schedule for Regional Government Archives;**

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java; 2. Law Number 12 of 2011 concerning the Formation of

Legislative Regulations (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended by Law Number 15 of 2019 concerning Amendments to Laws Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2019 Number 183, Supplement to the State Gazette of the Republic of Indonesia Number 6398);

3. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to State Gazette of the Republic of Indonesia Number 5071);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning the Job Creation Law (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to State Gazette of the Republic of Indonesia Number 6573; 5. Government Regulation Number 28 of 2012 concerning Implementation of Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2012 Number 53, Supplement to the State Gazette Republic of Indonesia Number 5286);
6. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2014 Number 199);
7. Regulation of the Minister of Home Affairs Number 80 of 2015 concerning the Establishment of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as amended by Regulation of the Minister of Home Affairs Number 120 of 2018 concerning Amendments to Regulation of the Minister of Home Affairs Number 80 of 2015 concerning Formation Regional Legal Products (State Gazette of the Republic of Indonesia 2019 Number 157);
8. Central Java Province Regional Regulation Number 1 of 2015 concerning the Implementation of Archives in Central Java Province (Central Java Province Regional State Gazette of 2015 Number 1, Supplement to Central Java Province Regional State Gazette Number 75);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING ARCHIVES RETENTION SCHEDULE LOCAL GOVERNMENT.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.

- 2. Regional Government is the Regent as an element of regional government administrators who leads the implementation of government affairs which fall under the authority of the autonomous region.**
- 3. The Regent is the Regent of Sukoharjo.**
- 4. Archives are records of activities or events in various forms and media in accordance with developments in information and communication technology created and accepted by state institutions, regional governments, educational institutions, companies, political organizations, community organizations and individuals in the implementation of social and national life. , and state.**
- 5. Dynamic Archives are archives that are used directly in the activities of the archive creator and are stored for a certain period of time.**
- 6. Vital Archives are archives whose existence is a basic requirement for the operational continuity of the archive creator, cannot be renewed, and cannot be replaced if damaged or lost.**
- 7. Active Archives are archives that are frequently used high and/or continuous.**
- 8. Inactive archives are archives whose frequency of use has decreased.**
- 9. Static Archives are archives produced by archive creators because they have historical use value, their retention has expired, and they are permanent and have been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or archival institutions.**
- 10. Archive depreciation is an activity to reduce the number of archives by transferring inactive archives from processing units to archive units, destroying archives that have no use value, and handing over static archives to archival institutions.**
- 11. Archive retention schedule, hereinafter abbreviated as JRA, is a list containing the minimum storage or retention period, type of archive, and information containing recommendations regarding whether a type of archive should be destroyed, revalued or made permanent which is used as a guideline for depreciation and preservation of archives. .**
- 12. Substantive JRA is a list containing the types of substantive archives and their storage periods in accordance with their useful value and is used as a guideline for the depreciation of substantive archives in the fields of archival development, archive conservation, archival education and training, archival accreditation, archival study and development and archival services.**

- 13. JRA Facilitative Non-Financial and Non-Personnel Functions** is a list containing types of facilitative records for non-financial and non-personnel functions and their storage periods in accordance with their useful value and is used as a guideline for depreciation of facilitative records for planning, legal, organizational and management functions, supplies/equipment /regional wealth, archives, administration and householding, public relations, research, study and development, education and training, literature, information and communication technology and supervision.
- 14. Substantive archives** are archives related to the duties and functions of the National Archives of the Republic of Indonesia which include archival development, archival conservation, archival education and training, archival accreditation, archival study and development as well as archival services. Archive retention is the mandatory storage period for a type of financial archives.
- 15. Facilitative Archives for Non-Financial and Non-Personnel Functions** are archives relating to the non-financial/fiscal and non-personnel fields which include planning, law, organization and management, equipment/equipment/ regional wealth, archives, administration and housekeeping, public relations, research , study and development of education and training, literature, information and communication technology and supervision.
- 16. Active Retention** is the period of active archive storage in the processing unit.
- 17. Inactive Retention** is the period of time for storing inactive records in the archives unit.
- 18. Use Value of Archives** is the value of archives which is based on their usefulness for the interests of archive users.
- 19. Primary Use Value** is the value of an archive that is based on the usefulness of the archive for the benefit of the institution/ institution that created the archive.
- 20. Secondary Use Value** is the value of archives which is based on the usefulness of archives for the interests of other institutions/agencies and/or public interests outside the institution/agency that created the archives and their use as evidence and material for national accountability.
- 21. Destruction Statement** is a statement which states that a type of archive can be destroyed because the storage period has expired and no longer has any use value.

22. Permanent Information is information stating that a type of archive has secondary use value or permanent use value, must be submitted to the National Archives of the Republic of Indonesia as proof of responsibility in accordance with the respective scope of authority.

23. Reassessed Statement is a statement which states that a final recommendation for a type of archive cannot be determined whether it should be destroyed or made permanent, so it needs to be reassessed and reviewed.

Section 2

(1) The purpose of preparing the Regional Government JRA is as follows guidelines for archive depreciation

(2) The aim of preparing the Regional Government JRA is to guarantee the realization of reliable records management and use of records in accordance with statutory provisions and to guarantee the safety and security of records as proof of responsibility in social, national and state life.

CHAPTER II

JRA

Article 3

JRA consists of:

a. Facilitative Archives Retention

Schedule b. Substantive Records Retention Schedule.

Article 4

(1) Facilitative JRA as intended in Article 3 letter a is in the form of non-financial and non-personnel JRA.

(2) Non-financial and non-personnel Facilitative JRA referred to in paragraph (1) consists of:

a. Organization and management, b. regional supplies/equipment/wealth, c. Administration and housekeeping, d. Public relations.

Article 5

- (1) Substantive JRA as intended in Article 3 letter b consists of 12 (twelve) regional government affairs.
- (2) Regional Government Affairs as referred to in paragraph (1) consists of:
 - a. Agricultural Affairs; b. Environmental Affairs; c. Cooperative Affairs and Small and Medium Enterprises; d. Educational and Cultural Affairs; e. Women's Empowerment and Protection Affairs Child;
 - f. Library Affairs; g. Social Affairs; h. Education and Training Affairs; i. Population Affairs and Family Planning; j. Disaster, Accident and Hazardous Conditions Affairs; k. Procurement Affairs; and l. Personnel Affairs.

Article 6

The Facilitative JRA and Substantive JRA contain:

- a. archive type;
- b. archive retention;
- and c. information.

Article 7

The types of archives as intended in Article 6 letter a consist of:

- a. Facilitative Regional Government archive type; and b. Types of Substantive Regional Government archives.

Article 8

- (1) Retention of Regional Government archives as intended in Article 6 letter b is determined for active retention and inactive retention.
- (2) In determining active retention and inactive retention based on the following criteria: a. active retention is determined with consideration for the purposes of accountability in the processing unit; and b. Inactive retention is determined with consideration of the interests of the relevant work unit and the interests of the institution.
- (3) Active retention is calculated from the time the archive is created and registered until the subject matter of the manuscript has been processed.
- (4) Inactive retention is calculated from the end of the shelf life active.

Article 9

- (1) The information as intended in Article 6 paragraph (3) contains recommendations that determine whether the archives will be destroyed, reassessed or made permanent.
- (2) Recommendations set out in the statement regarding the determination of whether a type of archive should be destroyed or made permanent are determined based on considerations of: a. Information is determined to be destroyed if at the end of the retention period the archive has no use value; b. Information is reassessed based on archives that are deemed to have the potential to give rise to disputes or disputes; and c. Permanent information is determined if it is considered has historical value.

Article 10

- (1) Facilitative JRA as intended in Article 4 is listed in Appendix I which is an inseparable part from this Regent's Regulation.
- (2) Substantive JRA as intended in Article 5 is listed in Appendix II which is an inseparable part of this Regent's Regulation.

CHAPTER III

CLOSING

Article 11

This Regent's Regulation comes into force on the date of promulgation. In order to carry out, on the date of promulgation of this Regent's Regulation with its placement in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo
on November 30, 2020
REGENT SUKOHARJO

signed.

WARDOYO WIJAYA

Promulgated in Sukoharjo on
November 30 2020
PIh. REGIONAL SECRETARY
OF SUKOHARJO DISTRICT
ASSISTANT FOR ECONOMICS
AND DEVELOPMENT,

signed.

WIDODO
REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2020 NUMBER 75

APPENDIX I
SUKOHARJO REGENCY REGULATIONS
NUMBER 75 OF 2020
ABOUT
FACILITATIVE FUNCTION ARCHIVES RETENTION SCHEDULE
LOCAL GOVERNMENT

FACILITATING ARCHIVES RETENTION SCHEDULE FOR NON-FINANCIAL AND NON-PERSONNEL FUNCTIONS
IN THE SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT

NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
A. ORGANIZATION AND MANAGEMENT				
	1. Organizational structure in the Regional Government environment a. Formation b. Alteration c. Dissolution	While valid	5 years	Permanent
	2. Job description and work procedures	While valid	5 years	Permanent
	3. Structural and functional position competency standards	While valid	5 years	Permanent
	4. Institutional evaluation a. Evaluation of organizational structure b. Evaluation of main tasks and functions c. Evaluate job descriptions d. Description of Procedure	1 year	5 years	Permanent



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	5. Job analysis	While valid	5 years	Permanent
	6. Management (SOP)	While valid	5 years	Permanent
	B. EQUIPMENT/EQUIPMENT/REGIONAL WEALTH			
	1. Provisions regarding the management of regional goods	While valid	5 years	Permanent
	2. Standardization, including standardization of goods and prices	While valid	3 years	Permanent
	3. Borrowing movable goods, including office equipment, official vehicles, inventory and other movable goods	2 years	5 years	Destroyed
	4. Proof of ownership a. Proof of ownership of the building/structures includes land certificate, building permit, drawings along with bestek (building design), genealogical history of the building, method of acquisition and transfer of ownership b. Proof of ownership of movable property, including vehicles services, inventory items and other movable goods	Up to deletion	3 years	Permanent
	5. Warehouse administration includes warehouse books, procurement books, goods receipt books, goods release books, goods cards, goods inventory cards, reports	Until updated	3 years	Destroyed
	6. Maintenance of goods includes maintenance and repair of furniture office, and other inventory items	2 years	3 years	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	7. Goods inventory: a. Moving goods b. Items don't move	While valid	3 years	Destroyed
	8. Distribution includes: a. Used goods	While valid	3 years	Destroyed
	b. Moving goods	While valid	3 years	Destroyed
	c. Items don't move	While valid	3 years	Destroyed
	9. Elimination (sale, transfer, exchange, grant) of buildings and completion of requirements	After the activity is completed	8 years	Permanent
	10. Cases of refusal to purchase official housing by residents/non-residents occupants, including: application and results of discussion of requirements	Until the case is finished and has permanent legal force	8 years	Reassessed
C. ADMINISTRATION AND HOUSEHOLD				
	1. Telecommunications: Administration of use/subscriptions for telecommunications equipment including: telephone, radio, telex, cable TV and internet	1 year	1 year	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	2. Business trip a. Domestic b. Overseas	2 years	3 years	Destroyed
	3. Administration of the use of office facilities includes requests and use of space, buildings, vehicles, guest houses, official residences and other office facilities	2 years	1 year	Destroyed
	4. Minutes/Minutes of Meetings a. Leadership Meeting	1 year	4 years	Permanent
	b. Staff meeting	1 year	4 years	Destroyed
	5. Administration of food and accommodation provision	2 years	1 year	Destroyed
	6. Management of official vehicles: a. Management of official vehicle documents b. Maintenance and repair c. Management of vehicle loss and problems	2 years	1 year	Destroyed
	7. Building and garden maintenance: a. Gardening/ landscaping b. Greening c. Building repairs d. Repair of official residences/guest houses e. Cleanliness of buildings and gardens	2 years	1 year	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	8. Management of electricity, water, telephone and computer networks: a. Repair/maintenance b. Installation	2 years	1 year	Destroyed
	9. Order and security a. Security, guarding and escorting officials, offices and official residences: 1) List of names of security units 2) Guard list/picket list 3) Records of disturbances/violations/incidents 4) Letter of entry and exit permit for people or goods b. Order and security report 1) Lose 2) Damage 3) Accident 4) Distraction	2 years	3 years	Destroyed
	10. Parking management administration	2 years	1 year	Destroyed
	11. Administration of official clothing for employees, security guards, cleaners and other employees	2 years	1 year	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
D. COMMUNITY RELATIONS				
	1. Protocol:	1 year	3 years	Destroyed
	a. Organizing official events (ceremonies, inaugurations, inaugurations and banquets including events commemorating major holidays)			
	b. Guest Book	2 years	3 Years Destroyed except	state officials and national/regional figures
	c. Agenda for activities of institutional/agency leaders (Echelon II and III)	1 year	4 years	Destroyed
	d. Domestic and foreign official visits	1 year	4 years	Permanent
	1) Regent's official visit			
	2) Official visits from other officials/employees	1 year	3 years	Destroyed
	e. List of names/addresses of offices/officials	Until updated	1 Year Destroyed except	master, permanent
	2. Documentation/coverage of leadership service activities, official events and events in their respective fields, in various media: paper/photo/video/sound recording/multi media	2 years	3 years	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	3. Collection, processing and presentation of institutional information:			
	a. Newspaper clippings	1 year	4 Years of Destruction except those related to special cases/ events, permanent	
	b. Brochures/leaflets/posters/placards	1 year	2 Years Destroyed except master, permanent	
	c. Announcement/news	1 year	2 years	Destroyed
	4. Relations between state institutions and government agencies/agencies:			
	a. Relations between government agencies	1 year	4 years	Destroyed
	b. Relations with social organizations/NGOs	1 year	4 years	Destroyed
	c. Relationship with the company	1 year	4 years	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	e. Public relations forum (Bakohumas/Perhumas)	1 year	2 years	Destroyed
	f. Relationship with mass media:			
	1) Press release/press conference/press release	1 year	4 years	Permanent
	2) Visits from journalists/reporters	1 year	2 years	Destroyed
	3) Interview	1 year	2 years	Destroyed
	5. DPRD hearings	1 year	4 years	Permanent
	6. Materials/materials for DPRD speeches/sessions, Regency Muspida	1 year	4 years	Permanent
	7. Publishing magazines, bulletins, newspapers and journals	1 year	3 Years Destroyed except	master, permanent
	8. Publication via print and electronic media	1 year	3 Years Destroyed except	master, permanent
	9. Exhibitions/contests/competitions/festivals, making banners and advertisements	1 year	4 years	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	10. Awards/memorial tokens Administration of giving awards/memorial tokens to people who have great achievements	2 years	3 years	Permanent
	11. Thank you, congratulations, condolences, requests Sorry	1 year	1 year	Destroyed
	12. Leader's speech/speech a. Regent b. Echelon II/III officials	2 years	3 years	Permanent

REGENT SUKOHARJO,

signed.

WARDOYO WIJAYA



APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 75 OF 2020
ABOUT
SUBSTANTIVE FUNCTION ARCHIVES RETENTION SCHEDULE IN
REGIONAL GOVERNMENT ENVIRONMENT

SUBSTANTIVE FUNCTION ARCHIVES RETENTION SCHEDULE
IN THE REGIONAL GOVERNMENT ENVIRONMENT OF SUKOHARJO DISTRICT

NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
I. AGRICULTURAL AFFAIRS				
A. POLICY				
	Policies in the fields of animal husbandry and animal health, plantations, horticulture, agricultural infrastructure. Crops 1. Review and propose policies 2. Material preparation 3. Policy formulation 4. Providing input and support in policy formulation 5. Determination in the form of Standard Criteria Procedure Norms (NSPK)	2 years since the adoption of the latest policy	8 years	Permanent



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
B. LIVESTOCK AND ANIMAL HEALTH				
	1. Livestock breeding			
	a. Production of ruminant livestock seeds	2 years	3 years	Destroyed
	1) Production of large ruminant livestock seeds			
	2) Production of large ruminant livestock seeds			
	b. Production of nonruminant livestock seeds	2 years	3 years	Destroyed
	1) Production of poultry seeds			
	2) Production of various livestock seeds			
	c. Assessment and release of livestock breeds	2 years	3 years	Destroyed
	1) Assessment of livestock seeds			
	2) Release of livestock seeds			
	d. Quality of livestock seeds	2 years	3 years	Destroyed
	1) Monitoring the quality of livestock seeds			
	e. Development of livestock seeds	2 years	3 years	Destroyed
	1) Analysis of livestock breed development			
	2) Institutional development of livestock breeds			
	f. Letter of recommendation and approval of income/expenditure	2 years	3 years	Destroyed



NO	ARCHIVE TYPE	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
	2. Animal feed a. Feed ingredients 1) Animal origin feed ingredients 2) Plant origin feed ingredients	2 years	3 years	Destroyed
	b. Forage 1) Cultivation of forage 2) Livestock development and integration area	2 years	3 years	Destroyed
	c. Processed feed 1) Processed feed products 2) Feed processing	2 years	3 years	Destroyed
	d. Feed Quality 1) Feed control	2 years	3 years	Destroyed
	e. Letter of recommendation and approval of income/expenditure	2 years	3 years	Destroyed
	3. Livestock cultivation a. Beef livestock 1) Beef cattle and buffalo 2) Livestock goats and beef sheep	2 years	3 years	Destroyed

