



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS
NUMBER 8 OF 2018

ABOUT

GUIDELINES FOR MANAGEMENT OF INFORMATION SERVICES AND DOCUMENTATION
IN THE SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT

BY THE GRACE OF GOD ALMIGHTY,

REGENT SUKOHARJO,

Considering: a. that in order to improve quality information and documentation services, it is necessary to have guidelines for managing information and documentation services within the Sukoharjo Regency Government;

b. that based on the Minister of Home Affairs Regulation Number 3 of 2017 concerning Guidelines for Management and Public Information Services within the Ministry of Home Affairs and Regional Government, it is necessary to develop guidelines for managing information and documentation services within the Sukoharjo Regency Government;

c. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Guidelines for Management of Information and Documentation Services in the Sukoharjo Regency Government Environment;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;

2. Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia of 2008 Number 61, Supplement to State Gazette of the Republic of Indonesia Number 4846);

3. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to State Gazette of the Republic Number 5038);

4. 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);

5. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);

6. Government Regulation Number 58 of 2005 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2005 Number 140, Supplement to the State Gazette of the Republic of Indonesia Number 4578);

7. Government Regulation Number 61 of 2010 concerning Implementation of Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia of 2010 Number 99, Supplement to the State Gazette of the Republic of Indonesia Number 5149);

8. Minister of Home Affairs Regulation Number 3 of 2017 concerning Guidelines for Management of Information and Documentation Services within the Ministry of Home Affairs and Regional Government (State Gazette of the Republic of Indonesia of 2017 Number 157);

9. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Composition of Sukoharjo Regency Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);

DECIDE :

Establish: REGULATIONS REGENT CONCERNING GUIDELINES FOR
MANAGEMENT OF INFORMATION SERVICES AND DOCUMENTATION
IN THE SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT.

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 administration of government affairs by the Regional Government and the Regional People's Representative Council according to the principle of autonomy and assistance duties with the principle of the widest possible autonomy within the system and principles of the Unitary State of the Republic of Indonesia as intended in the 1945 Constitution of the Republic of Indonesia.
3. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
4. The Regent is the Regent of Sukoharjo.
5. Regional Apparatus is a supporting element for the Regent and DPRD in the implementation of Government Affairs which fall under regional authority.
6. Regional People's Representative Council, hereinafter abbreviated to DPRD, is a regional people's representative institution as an element of regional government administration.
7. Information is information, statements, ideas and signs that contain values, meanings and messages, both data, facts and explanations that can be seen, heard and read which are presented in various packages and formats in accordance with developments in information technology and electronic or non-electronic communications.
in a way
8. Documentation is the collection, processing, preparation and recording of documents, data, images and sounds for public information.
9. Public Information is information produced, stored, managed, sent and/or received by a Public body relating to the administration and administration of the State and/or the administration and administration of other Public Bodies in accordance with statutory regulations as well as other related information with the public interest.
10. Public Bodies are Regional Governments and DPRD whose main functions and tasks are related to state administration, part or all of whose funds are sourced from the Regional Revenue and Expenditure Budget or non-governmental organizations as long as some or all of the funds are sourced from the Regional Revenue and Expenditure Budget, community donations and/or abroad.

11. A Public Official is a person who is appointed and given the task of occupying a certain position or position in a Public Body.
12. Information and Documentation Management Officer, hereinafter abbreviated as PPID, is an official responsible for collecting, documenting, storing, maintaining, providing, distributing and providing information and documentation services within the Sukoharjo Regency Government, consisting of Main PPID and Assistant PPID.
13. PPID superiors are officials who are superiors of the Main PPID.
14. Information and Documentation Services Manager, hereinafter abbreviated to PLID, is the composition of information and documentation services managers within the Sukoharjo Regency Government.
15. Standard Operating Procedures, hereinafter abbreviated to SOP, are a series of standardized written instructions regarding the process of carrying out PPID tasks.
16. List of Public Information and Documentation, hereinafter abbreviated to DIDP, is a record containing systematic information about all public information and documentation under the control of the Sukoharjo Regency Government, excluding excluded information and documentation.
17. Information and Documentation Service Room, hereinafter abbreviated to RPID, is a place for public information and documentation services and various other information and documentation which aims to facilitate the delivery of public information and documentation.
18. Public Information and Documentation System, hereinafter abbreviated as SIDP, is a system for providing information and documentation services quickly, easily and fairly in accordance with the Public Information Openness Law.
19. Information and Documentation Services Report, hereinafter abbreviated as LLID, is a report containing a general description of information and documentation technical policies, implementation of information and documentation services, and recommendations and follow-up plans to improve the quality of information and documentation services.

20. Public Information Disputes are disputes that occur between Public Bodies and Public Information Applicants and/or Public Information Users relating to the right to obtain and/or use public information based on statutory regulations.
21. People are individuals, groups of people, legal entities, or public bodies.
22. Public Information Users are people who use public information as regulated in statutory regulations.
23. Public Information Applicants are Indonesian citizens and/or legal entities who submit requests for public information as regulated in statutory regulations.

CHAPTER II

PURPOSE AND OBJECTIVES

Part One

Meaning

Section 2

The purpose of enacting this Regent's Regulation is to provide guidelines for managing information and documentation services in the Regional Government Environment in order to improve quality information and documentation services.

The second part

Objective

Article 3

The purpose of enacting this Regent's Regulation is:

- a. realizing good governance, namely transparent, effective and efficient, accountable and accountable; And
- b. improve the management and services of information and documentation in the Regional Government Environment to produce quality information and documentation services.

CHAPTER III

ACCESS TO PUBLIC INFORMATION AND DOCUMENTATION

Article 4

- (1) Regional Government Public Information and Documentation is open and can be accessed by every User of Public Information and Documentation, except for information and Documentation that is excluded which is strict, limited and confidential.

- (2) Public Information and Documentation within the Regional Government can be obtained by Public Information and Documentation Applicants quickly, on time, and can be accessed easily.
- (3) Excluded Public Information and Documentation as intended in paragraph (1) is in accordance with the public interest, and/or provisions of laws ~~with regulations~~.
- (4) Excluded Public Information and Documentation as intended in paragraph (1), paragraph (2), and paragraph (3) is based on an examination of the consequences that arise if information and documentation is provided to the public with careful consideration of whether to cover the Information and Public Documentation can protect greater interests than opening it or vice versa.

CHAPTER IV

RIGHTS AND OBLIGATIONS

Part One

Right

Article 5

- (1) Regional Governments have the right to refuse to provide information and documentation that is excluded and not in accordance with the provisions of statutory regulations such as:
 - a. information and documentation that can be endangering the country;
 - b. information and documentation relating to business protection interests from unfair business competition;
 - c. related information and documentation with personal rights;
 - d. information and documentation relating to position secrets; and/or
 - e. information and documentation that has not been mastered or documented.
- (2) Information and documentation that is excluded as intended in paragraph (1) is submitted by the assistant PPID to the main PPID to be further determined by a Regent's Decree in accordance with its authority.

The second part

Obligation

Article 6

- (1) Regional Governments are obliged to provide, provide and/or publish Information and Documentation under their authority to Public Information Applicants, Public than information that is excluded in accordance with the provisions of statutory regulations.
- (2) To carry out the obligations as intended in paragraph (1), Regional Governments can build and develop information and documentation systems that can be accessed easily.

CHAPTER V

PPID

Article 7

- (1) Management of information and documentation services is carried out by the Regional Government by establishing and establishing PPID.
- (2) PPID as intended in paragraph (1) is attached to structural officials in charge of duties and functions of information and documentation services and/or public relations.
- (3) To support PPID activities and institutions PLID was formed.
- (4) PPID as intended in paragraph (2) is the Main PPID in PLID.

Article 8

- (1) The Main PPID within the Regional Government is responsible to the Regent through the Regional Secretary.
- (2) The composition of PLID within the Regional Government is determined by a Regent's Decree.

CHAPTER VI

INSTITUTION OF INFORMATION MANAGEMENT OFFICIALS
AND DOCUMENTATION

Part One

General

Article 9

- (1) The Main PPID within the Regional Government is assisted by the Assistant PPID located at

Regional Apparatus Environment and/or Functional Officials.

- (2) Assistant PPIDs in the Regional Apparatus environment consist of the Regional Secretariat, DPRD Secretariat, Inspectorate, Service, Agency, Office, District, Subdistrict and Village.

The second part
Duties and Authorities
Article 10

The Main PPID is tasked with:

- a. prepare and implement information and documentation policies;
- b. prepare information and documentation policy implementation reports;
- c. coordinate and consolidate the collection of information and documentation materials from the Assistant PPID;
- d. store, document, provide and provide information and documentation services to the public;
- e. verify information materials and public documentation;
- f. carry out consequence tests on excluded information and documentation;
- g. carry out update information And documentation;
- h. providing information and documentation to be accessed by the public;
- i. carry out guidance, supervision, evaluation and monitoring of the implementation of information and documentation policies carried out by the Assistant PPID;
- j. carry out coordination meetings and work meetings periodically and/or as needed;
- k. certify information and documentation suitable for publication;
- l. assign Assistant PPIDs and/or Functional Officials to collect, manage and maintain information and documentation; And
- m. form a facilitation team for handling information disputes as determined by the Regent's Decree.

Article 11

To carry out the duties as intended in Article 10, the Main PPID has the authority to:

- a. refuse to provide information and documentation that is excluded in accordance with statutory provisions;
- b. request and obtain information and documentation from the Assistant PPID within the scope of its work;
- c. coordinating the provision of information and documentation services with Assistant PPIDs within the scope of their work;
- d. determine or establish information and documentation that can be accessed by the public; And
- e. assign Assistant PPIDs and/or Functional Officials to create, collect and maintain information and documentation for organizational needs.

Article 12

(1) Assistant PPID is tasked with:

- a. help the Main PPID implement responsibilities, duties and authority;
- b. submit information and documentation to the Main PPID at least once every 6 (six) months or as needed;
- c. implement technical information and documentation policies in accordance with its main tasks and functions;
- d. guarantee the availability and acceleration of information and documentation services for information applicants quickly, accurately and with quality by prioritizing the principles of excellent service;
- e. collect, process and compile materials and data on the scope of components in the Regional Government environment into public information material; And
- f. submit reports on the implementation of technical policies and information and documentation services to the Main PPID periodically and according to needs.

(2) Apart from the duties as intended in paragraph (1)

The assistant PPID, especially the DPRD secretariat, is tasked with:

- a. convey, request, manage, store information and documentation to the DPRD in accordance with statutory regulations; And
- b. coordinate information and documentation with the DPRD to determine information and documentation that can be accessed by the public.

CHAPTER VII

PLID COMPLETENESS

Part One

Organizational structure

Article 13

- (1) The PLID organizational structure consists of:
- a. Trustees, held by the Regent and Deputy Regent;
 - b. The Director as PPID Superior, is held by the Regional Secretary;
 - c. The Consideration Team, staffed by the Regional Secretary's Government Assistant, Regional Secretary's Assistant for Economy and Development, Regional Secretary's General Administration Assistant, Head of Department/agency/office, Secretary of the Regional People's Representative Council, Inspector and Head of the Legal Section of the Regional Secretariat;
 - d. Main PPID, held by the Head of the Information Systems Division of the Communications and Informatics Service;
 - e. Assistant PPID, held by the Head of the Public Relations and Protocol Section of the Regional Secretariat, DPRD Secretary, Inspectorate Secretary, Service Secretary, Agency Secretary, Head of Office Administration, District Secretary, and Village Secretary;
 - f. The PPID Secretariat consists of the PLID Secretariat Support Division, the Data Processing and Information Classification Sector, the Information and Documentation Services Sector, and the Information Dispute Facilitation Sector.
- (2) The PLID organizational structure chart, as intended in paragraph (1) is listed in Appendix I which is an inseparable part of this Regent's Regulation.

The second part

PPID SOPs

Article 14

- (1) Guidelines regarding PPID SOPs are made by Public Bodies in accordance with the provisions of statutory regulations.
- (2) Guidelines regarding PPID SOPs as intended in paragraph (1) contain at least the following provisions:
- a. clarity regarding the official appointed as Main PPID and Assistant PPID;

- b. clarity regarding the person appointed as information officer if necessary;
- c. clarity of division of duties, responsibilities and authority of PPID Superior, Main PPID, Assistant PPID and Secretariat;
- d. clarity regarding officials who occupy positions as PPID superiors who are responsible for issuing responses to objections submitted by Public Information Applicants;
- e. public information service standards and procedures for managing regional government environmental objections;
And
- f. procedures for preparing an annual report on Public Information Services.

Article 15

- (1) Types of PPID SOPs, namely:
 - a. SOP for Preparing a List of Public Information;
 - b. SOP for Public Information Request Services;
 - c. SOP for Testing the Consequences of Public Information;
 - d. SOP for Handling Public Information Objections;
And
 - e. SOP for Facilitating Information Disputes.
- (2) The PPID SOP as intended in paragraph (1) is listed in Appendix II which is an inseparable part of this Regent's Regulation.

Part Three

DIDP

Article 16

- (1) DIDP contains at least:
 - a. number;
 - b. summary of information content;
 - c. officials or units/work units that control information;
 - d. person responsible for creating or publishing information;
 - e. time and place of creation of information;
 - f. the form of information available; And
 - g. archive storage or retention period.
- (2) DIDP is determined and updated periodically by the Main PPID.
- (3) All public information and documentation

Once published, it must be submitted to the library within the Regional Government to be preserved and classified as library material.

- (4) The DIDP format as intended in paragraph (2) is listed in Appendix III which is an inseparable part of this Regent's Regulation.

Part Four

RPID

Article 17

- (1) RPID is located in a location that is easy to reach and is equipped with adequate facilities and infrastructure.
- (2) RPID is managed by the PLID Secretariat.

Part Five

SIDP

Article 18

- (1) SIDP was created and developed by PPID to facilitate access to public information services.
- (2) The SIDP development as intended in paragraph (1) is carried out in an integrated manner between the Main PPID and the Assistant PPID.

Part Six

LLID

Article 19

- (1) LLID must be made and provided by Public Bodies no later than 3 (three) months after the end of the fiscal year implementation year.
- (2) A copy of the Regional Government LLID as intended in paragraph (1) is submitted to the Ministry of Home Affairs and the Provincial Information Commission according to their respective authorities.
- (3) LLID contains at least:
- a. general description of Public information and documentation service policies in the Regional Government environment;
 - b. general description of the implementation of Public information and documentation services, including:
 1. Public information and documentation services facilities and infrastructure owned and their conditions;
 2. human resources who handle Public information and documentation services and their qualifications; And
 3. service budget information and

documentation public as well as report
its use;

c. details of Public information and documentation services which include:

1. number of Public Information requests;
2. the time required to fulfill each request for Public Information with a certain classification;
3. the number of Public Information requests that are granted in part or in full; And
4. number of Public Information requests rejected along with the reasons;

d. details of Public Information dispute resolution, including:

1. number of objections received;
2. responses to objections given and its implementation;
3. number of requests for dispute resolution to the competent Information Commission; And
4. the results of mediation and/or adjudication decisions of the authorized Information Commission and their implementation by public bodies, the number of lawsuits submitted to court, and the results of court decisions and their implementation by public bodies;

e. internal and external obstacles in the implementation of Public information and documentation services; And

f. recommendations and follow-up plans to improve the quality of information and documentation services.

Article 20

- (1) LLID is part of Public information must be available at all times.
- (2) The LLID as intended in paragraph (1) is announced to the public and submitted to PPID superiors.
- (3) The LLID as intended in paragraph (2) is submitted to the Regent by the PPID superior.
- (4) The LLID as intended in paragraph (3) will be reported by the Regent as part of the Regional Government administration report.

Part Seven

Funding

Article 21

The funding required for managing information and documentation services within the Regional Government is charged to the Regional Revenue and Expenditure Budget.

CHAPTER VIII

APPLICATION MECHANISM

INFORMATION AND DOCUMENTATION

Article 22

Applicant information and documentation includes:

- a. individual;
- b. community groups;
- c. non-governmental organization;
- d. community organization;
- e. political parties; And
- f. other public bodies.

Article 23

Applicants for information and documentation must fulfill the following requirements:

- a. include clear identity in accordance with applicable provisions and/or laws and regulations;
- b. include a clear address and telephone number;
- c. convey clearly the type of information and required documentation;
- d. include the aims and objectives of the request for information and documentation that can be accounted for; And
- e. stating their willingness to pay the fees and payment methods to obtain the requested information, as long as the fees charged are reasonable.

Article 24

- (1) Every Public Information Applicant can submit a request to obtain Public information and documentation to the relevant Regional Government in written or unwritten form.

- (2) The Main PPID and/or Assistant PPID and/or Information Officer are required to record the name, Population Identification Number (NIK), and address of the Public Information Applicant, subject and formation as well as the method of delivering the information requested by the Public Information Applicant.
- (3) Main PPID and/or Assistant PPID and/or Information Officer are required to record requests for Public Information that are submitted unwritten.
- (4) Main PPID and/or Assistant PPID and/or Information Officer are required to provide proof of receipt of the Public Information request as intended in paragraph (1), paragraph (2), and paragraph (3) in the form of a registration number when the request is received.
- (5) If the request is submitted in person or via electronic mail, the registration number is given when the request is received.
- (6) In the event that the request is submitted by letter, registration time as the _____ number _____ can be sent at the same information is sent.
- (7) No later than 10 (ten) working days from receipt of the request, the Main PPID is obliged to submit a written notification containing:
 - a. the information requested, whether under his control or not;
 - b. acceptance or rejection of requests for information for reasons in accordance with statutory provisions;
 - c. means of delivery and format of information to be provided; and/or
 - d. costs and payment methods for obtaining the requested information.
- (8) The Main PPID is obliged to notify the Public Agency that controls the requested information if the requested information is not under its control and the Public Agency that receives the request knows the existence of the requested information.
- (9) If the request is received in whole or in part, the information material to be provided is stated.
- (10) In the event that a document contains material that is excluded in accordance with the provisions of statutory regulations, the excluded information can be blacked out, accompanied by the reasons and material.

- (11) The Regional Government may extend the time for sending the notification as intended in paragraph (7) to a maximum of 7 (seven) subsequent working days by providing reasons in writing.

CHAPTER IX

INFORMATION OBJECTIONS AND DISPUTES

Part One

Object

Article 25

- (1) Every Public Information Applicant can submit a written objection to the PPID Superior based on the following reasons:

- a. rejection of a request for information based on the reasons as intended in Article 24 paragraph (7);
- b. failure to provide information and publish it periodically as intended in Article 9 of Law Number 14 of 2008 concerning Openness of Public Information;
- c. failure to respond to requests for information;
- d. information request as requested; responded No
- e. non-fulfillment of requests for information;
- f. imposition of unreasonable fees; and/or
- g. submission of information that exceeds the time stipulated in the Public Information Openness Law.

- (2) The reasons as intended in paragraph (1) letters b to g can be resolved through deliberation by both parties.

Article 26

- (1) Objections are submitted by the Public Information Applicant within a maximum period of 30 (thirty) working days after the reasons as intended in Article 25 paragraph (1) are discovered.
- (2) The PPID superior provides a response to the objection submitted by the Public Information Applicant within a maximum period of 30 (thirty) working days from the receipt of the written objection.
- (3) Written reasons are included with the response if the PPID superior confirms the decision made by his subordinates.

Part Second
Information Dispute Facilitation
Article 27

- (1) Information disputes can occur if the Provincial Information Commission and/or Regional Information Commission, in accordance with their authority, accepts a request for an information dispute submitted by the information applicant because they do not accept the reasons for the PPID superior's response.
- (2) Submission of information disputes as intended in paragraph (1) is carried out by the information applicant no later than 14 (fourteen) working days after receiving a written response from the PPID superior.

Article 28

- (1) Mechanisms and procedures for resolving Public Information Disputes are carried out in accordance with the provisions of statutory regulations.
- (2) The Regent, through the PPID Superior, establishes an Information Dispute Facilitation Team to seek to resolve information disputes formed by the Main PPID.
- (3) The Decree on the appointment of the Information Dispute Facilitation Team also functions as a Power of Attorney to convene on behalf of the Regional Government at the Provincial Information Commission in accordance with its authority.
- (4) The Information Dispute Facilitation Team is chaired by the Main PPID and consists of Assistant PPIDs, officials in charge of the legal sector and functional officials as well as other officials/staff as needed.
- (5) Main PPID facilitates the handling of information disputes by coordinating and consolidating with PPID

Related assistants, officials who handle the legal sector, functional officials and other parties deemed necessary.

- (6) The working mechanism of the Information Dispute Handling Facilitation Team is regulated by the Team based on the direction of the PPID Superior.
- (7) The team reports the handling process and results of resolving information disputes to PPID superiors.

CHAPTER X

CLOSING

Article 29

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on
January 31 2018

REGENT SUKOHARJO

Promulgated in Sukoharjo on
January 31 2018

signed

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

WARDOYO WIJAYA

signed

AGUS SANTOSA

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2018 NUMBER 8

The copy corresponds to the original,
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signed

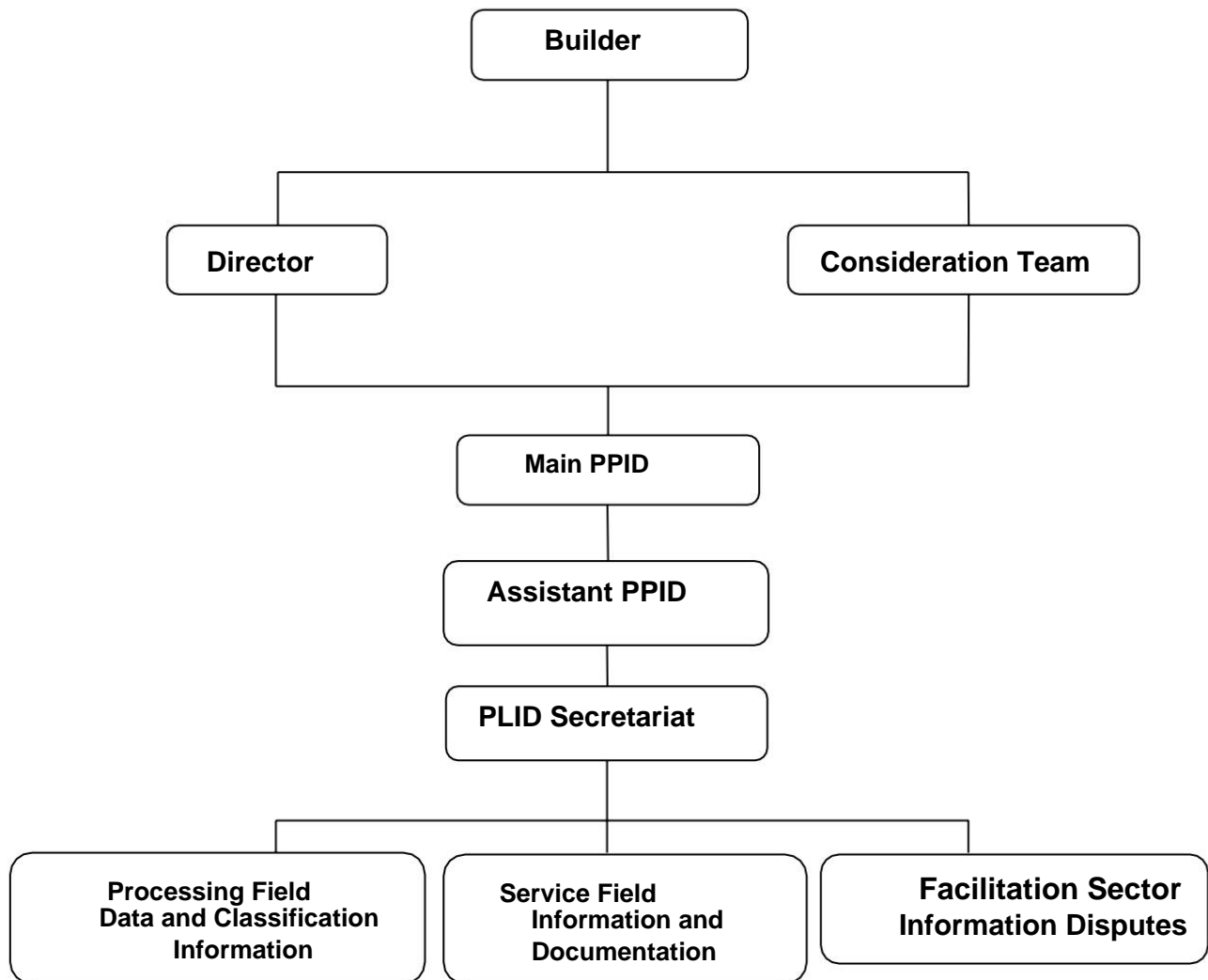
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APPENDIX I
SUKOHARJO REGENCY REGULATION
NUMBER 8 OF 2018
CONCERNING
GUIDELINES FOR THE MANAGEMENT OF
INFORMATION AND DOCUMENTATION SERVICES IN
THE SUKOHARJO REGENCY GOVERNMENT
ENVIRONMENT .

PLID ORGANIZATIONAL STRUCTURE OF SUKOHARJO DISTRICT




REGENT SUKOHARJO,




signed

WARDOYO WIJAYA

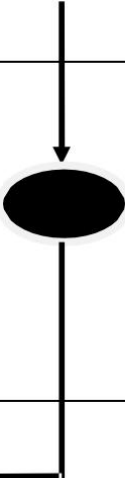
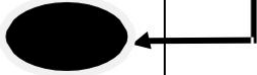
OPERATIONAL STANDARDS PROCEDURES FOR PREPARING A LIST OF PUBLIC INFORMATION AND DOCUMENTATION

PPID SUKOHARJO DISTRICT	SOP NUMBER	
	MANUFACTURE DATE	
	REVISION DATE	
	EFFECTIVE DATE	
	ENDORSED BY	REGENT SUKOHARJO
	SOP NAME	PREPARATION OF INFORMATION LIST AND PUBLIC DOCUMENTATION
LEGAL BASIS	EXECUTOR QUALIFICATIONS	
1. Law 14 of 2008 2. Law 25 of 2009 3. PP 61 of 2010 4. Minister of Home Affairs Regulation 3 of 2017 5. Perki 1 of 2010 6. Perki 1 of 2013 7. Perki 1 of 2017		
INFORMATION :	EQUIPMENT GEAR:	
	1. Worksheets and Work Plans 2. Terms of Reference 3. Office Stationery 4. Internet Network	
WARNING:	RECORDING AND COLLECTION:	
	- Saved in <i>Softcopy</i> and <i>Hardcopy</i> form	





No	Activity	Executor			Supporter			Information
		PPID Servant	PPID Main	Superior PPID	Completeness	Time	Outputs	
1	<p>Collect quality information and documentation that is relevant to the main duties and functions of each component in the Sukoharjo Regency Regional Government, whether produced independently, developed, or sent to other parties, in the form of static and dynamic archives, active archives and inactive archives and vital archives that mastered. The information provided includes the type of document, the person responsible for making it, the time and place of making it, as well as the form of information available in hardcopy and softcopy. Format for filling out information and documentation for each component in the Sukoharjo Regency Regional Government</p>				<p>1. Law No. 14 2008; 2. Law No. 25 The year 2009; 3. Law No. 23 Year 2013; 4. PP 61 years 2010; 5. 3 Year Minister of Home Affairs Regulation 2017; 6. Perki No. 1 of 2010; 7. Perki No. 1 of 2013; 8. Perki 1 of 2017.</p>	<p>Periodically, necessarily and every time</p>	<p>DIDP which has been collected from components and Device Area</p>	

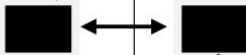
2	<p>Classifying all information and documentation that has been collected and identifying it based on the nature of the information and documentation, apart from that, also classifying information and documentation that is excluded by categories as determined by Law no. 14 of 2008 Article 17 and Article 18.</p> <p>Examine the consequences carefully and thoroughly before declaring certain Public Information and Documentation to be excluded by each person.</p>				<p>1. Law No. 14 Year 2008; 2. Law No. 25 of 2009;</p> <p>3. Law No. 23 Year 2013; 4. PP 61 years 2010; 5. 3 Year Minister of Home Affairs Regulation 2017;</p> <p>6. Perki No. 1 The year 2010; 7. Perki No. 1 Year 2013;</p> <p>8. Perki 1 2017.</p>	<p>Periodically, necessarily and every moment</p>	<p>Truth-classified DIDP</p> <p>his</p>	
3	<p>Documenting public information in soft copy form and a place for storing documents in hard copy form using procedures such as archiving documents and separating them according to the classification of mandatory information and documentation, periodically, immediately and at any time. It is necessary to make a list of Information and</p>				<p>Stationery Office</p>	<p>Periodically, immediately and every moment</p>	<p>DIDP</p>	

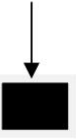


	Excluded documentation .							
4	Establish DIDP officially and announce it to the public.				<p>Hold joint meetings with PPID Main and PPID Helper for</p> <p>Set DIP</p>	<p>After DIDP is collected from PPID Servant</p>	<p>Letter Decision DIDP the Marked handled by superiors</p>	<p>After DIDP is determined, if there is additional new information, created SK to be determined</p>
5	Upload the DIDP to the official website of the Sukoharjo Regency Regional Government PPID or through other information facilities.			<p>Website and means other information held by components and Government Area</p>				

OPERATIONAL STANDARDS FOR PUBLIC INFORMATION REQUEST SERVICE PROCEDURES





No	Activity	Executor				Supporter			Information
		Requester Information	Part Registration PPID	PPID and PPID Servant	Device Area	Completeness of Output	Time		
1	Information Requester Can submit requests for the required information both directly and indirectly	 				(1) Form Application Information available at the service desk PPID or displayed on <i>the website</i> , (2) Photocopy or scan of the personal identity (NIK) of the information applicant	On working days and hours for the applicant an information in a way straight away and every moment to request information in a way indirect	Form Request an information which has been filled in completely and attached with a photocopy/ scans personal identity (NIK)	
2	Register the information request file		 			All data applicant data information	On working days and hours	DIP has been arranged	

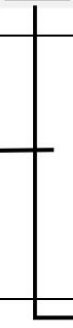
<p>public. If the requested document/ information is included in the DIP and is owned by the information desk or is already available on the PPID website, it will be given directly to the information applicant or can be downloaded directly by the information applicant. If the information/ documentation requested is not included in the DIP, then the application file is submitted to the PPID or Assistant PPID.</p>					<p>saved in hardcopy and softcopy form</p>	<p>for information requesters <small>in a way</small> instantly and at any time for information requesters <small>in a way</small> indirect</p>	<p>in the form of Hardcopy and softcopy</p>	
<p>3 PPID asks components or Regional Apparatus to provide information or documents included in the DIP, to PPID to be given to the information requester.</p> <p>Regional Components or Apparatus provide information or documents referred to PPID</p>					<p>DIP that has been set by the component or Device Area</p>	<p>10 (ten) working days from the request an information received by PPID</p>	<p>DIP</p>	


	or Assistant PPID.								
4	Providing information or documents requested by information applicant who has signed proof of receipt of information or documents.					Information or Document information requested by an applicant	Perpan Don't request that information by is 7 (seven) day Work	Information public requested applicant information	

OPERATIONAL STANDARDS FOR PUBLIC INFORMATION CONSEQUENCES TEST PROCEDURES

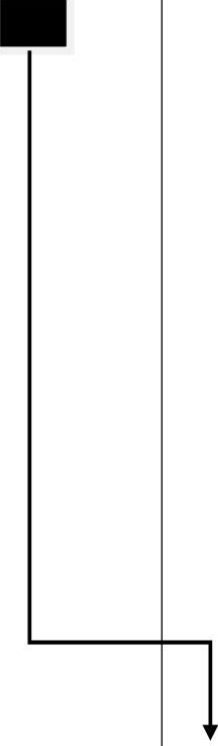
PPID SUKOHARJO DISTRICT	SOP NUMBER	
	MANUFACTURE DATE	
	REVISION DATE	
	EFFECTIVE DATE	
	ENDORSED BY	REGENT SUKOHARJO
	SOP NAME	PUBLIC INFORMATION CONSEQUENCES TEST
LEGAL BASIS	EXECUTOR QUALIFICATIONS	
1. Law 14 of 2008 2. Law 25 of 2009 3. PP 61 of 2010 4. Minister of Home Affairs Regulation 3 of 2017 5. Perki 1 of 2010 6. Perki 1 of 2013 7. Perki 1 of 2017		
INFORMATION :	TOOLS/EQUIPMENT: 1. Worksheets and	
	Work Plans 2. Terms of Reference 3. Office Stationery 4. Internet Network	
WARNING:	RECORDING AND COLLECTION:	
	- Saved in <i>Softcopy</i> and <i>Hardcopy</i> form	

No	Activity	Executor				Supporter			Keter <small>wishful thinking</small>
		PPID Main and PPID Helper u	Team Consider bro Service Information	Device Area	Applicant Completeness	Time	Outputs		
1	Conduct a review of information/ documents that are not included in the DIP by involving the Information Services Consideration Team.					File requesting information/ documents from the applicant Information	At all times	Information request file that has been filled in completely and attached with a photocopy/scan of personal id (NIK)	
2	Give consideration regarding the information/documents in question which are confidential based on law, propriety and interests <small>general</small>					Legal basis: UUKIP 14 of 2008 and PERK11 2010	On working days and hours	LetterDecision an Team Consideration Service Information	
3	Convey to PPID the status of the information/ document requested by the information applicant, whether it is classified as confidential or open. If the information/document in question is open, then					Information/ documents that have been declared n open to the public	On working days and hours, a maximum of 10 (ten) working days, from	Information/ documents from components or devices Area	

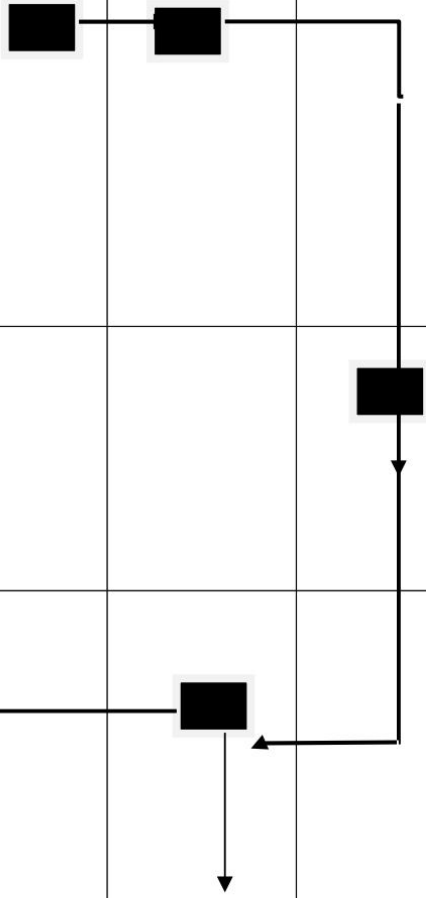


	<p>PPID orders regional components/ instruments to submit the information/ documents in question. If the information/document status is declared confidential by the Information Services Consideration Team, PPID will write a rejection letter to the information applicant.</p>						<p>registered information request</p>		
<p>4 Provide</p>	<p>appropriate information requested by the applicant for information by signing proof of receipt or providing a rejection letter to the applicant if the status of the information/document is declared confidential.</p>					<p>Information/ Documents requested by Applicant Information or letter rejection if the information/document is categorized as confidential</p>	<p>A maximum extension of the fulfillment of information requests is given for 7 (seven) days</p> <p>Since the written notice is given and cannot be extended further</p>	<p>Public information requested by the Applicant Information or letter rejection</p>	

STANDARD OPERATIONAL PROCEDURES FOR HANDLING PUBLIC INFORMATION OBJECTIONS

No	Activity	Executor				Supporter			Keter <small>wishful thinking</small>
		Applicant Information	Part Registra the PPID	PPID and PPID Servant	Device Area	Completeness of	Time	Outputs	
1	<p>Information Applicant submits an objection regarding the non-service of the required information request by: (1) coming in person and filling in the application form for submitting an objection to public information by completing a photocopy of personal identity (NIK), (2) via the website by filling in the form that has been downloaded and including a scan of personal identity (NIK) is then sent to the PPID email address listed on the website, (3) fax the completed information request form</p> <p>Complete with fax</p>					<p>(1) Form Submission Object Information Publicly available at the PPID service desk or displayed on the website and can be downloaded,</p> <p>(2) Photocopy Or scan identity self (NIK) from applicant who asked an object</p>	<p>On Form submission day Danjam objected service work</p> <p>information the public who has been filled in complete and attached photocopy/scan personal identity (NIK).</p>		



	personal identity (NIK) to the PPID fax number.							
2	Register the form for submitting objections to information services and submit objections to PPID superior				All information applicant data is stored in hardcopy and softcopy form	On working days and hours	List of submissions for objections to information services that have been filed in hardcopy and softcopy form	
3	Checking the form submission of objections from Information Requesters and order PPID and Assistant PPID to answer requests for information				Documents for submitting objections to information services that have been filled in completely	On working days and hours	List of letters that must be given to PPID and PPID Servant	
4	Ordered to PPID and Assistant PPID to fulfill information requests from Information Applicants.				(1) Documents for submitting objections to information services that have been filled in completely, (2) DIP that has been announced	On working days and hours	Written order to PPID and PPID Assistant to fulfill the applicant's request for information who submitted it	






								object service information public	
5	Provide appropriate information requested by the applicant information to PPID superiors if the information in question has been entered into DIP. PPID superiors will respond to objections submitted to information applicants. If the information requested by the applicant is not included in the DIP that has been announced, because the information is not yet available or includes information that is excluded, a rejection letter will be given. to the Information Applicant.					Document/ information referred to by the Petitioner Information or recommendations letter rejectionof PPID or PPID Servant Because information that requested is information that excluded	On day and working hours	Information Publicyang requested by the applicant Information or letter rejection to pad a Applicant Information	

OPERATIONAL STANDARDS FOR INFORMATION DISPUTE FACILITATION PROCEDURES

PPID SUKOHARJO DISTRICT	SOP NUMBER	
	MANUFACTURE DATE	
	REVISION DATE	
	EFFECTIVE DATE	
	ENDORSED BY	REGENT SUKOHARJO
	SOP NAME	INFORMATION DISPUTE FACILITATION
LEGAL BASIS	EXECUTOR QUALIFICATIONS	
1. Law 14 of 2008 2. Law 25 of 2009 3. PP 61 of 2010 4. Minister of Home Affairs Regulation 3 of 2017 5. Perki 1 of 2010 6. Perki 1 of 2013 7. Perki 1 of 2017		
INFORMATION :	EQUIPMENT/EQUIPMENT:	
	1. Worksheets and Work Plans 2. Terms of Reference 3. Office Stationery 4. Internet Network	
WARNING:	RECORDING AND COLLECTION:	
	- Saved in <i>Softcopy</i> and <i>Hardcopy</i> form	

No	Activity	Executor			Supporter			Kete-room
		PPID PPID Main Assistant	PPID Superior		Completeness	Time	Outputs	
1	Each Information Applicant can submit a written objection to the PPID Superior within 10 (ten) working days from the time the information request is registered and submitted. The extension of the fulfillment of the information request is for 7 (seven) days from the time the written notification is given and cannot be extended further.				The Public Information Objection Submission Form is available at the PPID service desk or displayed on <i>the website</i> and can be downloaded, a photocopy or scan of the personal identity (NIK) of the Information Applicant submitting an objection.	On working days and hours, a maximum of 10 (ten) working days, from the time the application and information is registered	Information request file that has been filled in completely and attached with photocopy/scan ID of the entity (NIK)	
2	PPID superiors have appointed an information dispute facilitation team to try to resolve information disputes, which was formed by the Main PPID.						Written response from PPID superiors regarding the disputed information	

3	The information dispute facilitation team is chaired by the Main PPID and consists of related Assistant PPIDs, legal officials, functional officials, and JFU as needed.					14 (fourteen) working days after receipt written response from PPID superior		
4	The information dispute facilitation team reports the information dispute handling process to PPID superior							
5	Dispute resolution efforts Public Information submitted to the Central Information Commission, Provincial Information Commission, Regency/City Commission according to their nationality if the PPID Superior's response in the objection process does not satisfy the Information Applicant							

REGENT SUKOHARJO

signed

WARDOYO WIJAYA

APPENDIX III
 SUKOHARJO REGENCY
 REGULATION NUMBER 8
 OF 2018
 CONCERNING GUIDELINES FOR THE MANAGEMENT OF
 INFORMATION AND DOCUMENTATION SERVICES IN THE
 SUKOHARJO DISTRICT GOVERNMENT ENVIRONMENT.

PUBLIC LIST OF FILING FORMAT

NO	Type Information	Summary Information	Official/Union t/Satker Which Control Information	Insurer Answer Manufacturer or Publisher Information	Time Dan Place Making Information	Form Information Which Available	Information				Period Time Or Retention files
							Must Announced By Periodic	Must Announced Necessarily	Must Announced At all times	Information The excluded	

REGENT SUKOHARJO

signed

WARDOYO WIJAYA

