



COPY

REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS  
NUMBER 68 OF 2022

ABOUT

ARCHIVES DRAPPING GUIDELINES

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Weigh

: a. that in order to utilize archives as a source of information for Regional Apparatus within the Sukoharjo Regency Government, it is necessary to save archives that have useful value through depreciation of archives by moving inactive archives, destroying archives that have exhausted their retention and have no useful value,

as well as submission of static archives;

b. that in order to achieve an orderly implementation of archive depreciation within the Sukoharjo Regency Government, it is necessary to have archive depreciation guidelines;

c. that to provide direction and legal basis for archival depreciation activities, it is necessary to regulate it in a Regent's Regulation;

d. that based on the considerations as intended in letters a, b, and c, it is necessary to stipulate a Regent's Regulation concerning Guidelines for Depreciation of Archives.

Remember

: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning Regional Formation - Regency areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);

2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);

3. 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 Job Creation (State Gazette Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
4. 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);
5. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236) as amended by Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Formation and Structure Regional Apparatus  
  
(2022 Sukoharjo Regency Regional Gazette Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);

DECIDE:

Set

: REGENT'S REGULATION CONCERNING GUIDELINES  
ARCHIVES DRAPPING.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. The Regent is the Regent of Sukoharjo.
3. 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.
4. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in administering government affairs which fall under the authority of the Region.
5. Archives Institution is an institution that has functions, duties and responsibilities in the field of static archive management and archival development.

6. 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.
7. Dynamic Archives are archives that are used directly in the activities of the archive creator and are stored for a certain period of time.
8. Active Archives are archives that are used frequently and/or continuously.
9. Inactive archives are archives whose frequency of use has decreased.
10. Static Archives are archives produced by archive creators because they have historical use value, their retention has expired, and they are stated to be permanent and have been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or archival institutions.
11. 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.
12. Processing Unit is a work unit for archive creators which has the task and responsibility of processing all archives related to archive creation activities in its environment.
13. The Archives Unit is a work tool for the Archives Creator which has duties and responsibilities in administering archives.
14. Archives assessment is the process of evaluating archives from the substantive aspects of information, function and physical characteristics as well as determining when an archive should be depreciated based on its use value.
15. Archive creators are state institutions, regional governments, universities, companies, political organizations and community organizations.
16. Archive Depreciation is an activity to reduce the number of archives by transferring Inactive Archives from the processing unit to the Archives Unit, destroying archives that have no use value, and handing over static archives to archival institutions.

17. Archives Retention Schedule, hereinafter abbreviated as JRA, is a list containing the storage or retention period, types of archives and information containing recommendations regarding whether a type of archive should be destroyed, revalued or made permanent which is used as a guideline for archive depreciation and archive preservation.

## Section 2

- (1) The purpose of drafting this Regent's Regulation is as a guideline for Regional Apparatus in activities Archive Shrinkage.
- (2) The purpose of drafting this Regent's Regulation is so that Archive Depreciation activities in Regional Apparatus comply with the provisions of statutory regulations.

## CHAPTER II

### SCOPE

#### Article 3

The scope of the Regent's Regulation includes:

- a. transfer of Inactive Archives;
- b. destruction of Archives; And
- c. submission of Static Archives.

## CHAPTER III

### INACTIVE ARCHIVE TRANSFER

#### Article 4

- (1) The transfer of Inactive Archives as intended in Article 3 letter a is carried out taking into account the form and media of the Archives.
- (2) The transfer of Inactive Archives is carried out through the following activities:
  - a. selection of Inactive Archives;
  - b. creating a list of Inactive Archives that will be moved; and c.arrangement of Inactive Archives to be moved.

#### Article 5

- (1) The implementation of Inactive Archives transfer activities as intended in Article 4 is carried out in accordance with the Inactive Archives transfer procedure.
- (2) Provisions regarding procedures for transferring Inactive Archives as intended in paragraph (1) are listed in Appendix I which is an inseparable part of this Regent's Regulation.

CHAPTER IV  
DESTRUCTION OF ARCHIVES

Article 6

- (1) Destruction of archives as intended in Article 3 letter b is the responsibility of the leadership of the archive creator.
- (2) The destruction of archives as intended in paragraph (1) is carried out on archives that:
  - a. has no use value;
  - b. its retention has expired and is certified to be destroyed based on the JRA;
  - c. there are no laws and regulations that prohibit it; And
  - d. not related to the resolution of the process of a case.
- (3) In the event that the Archives do not fulfill all the provisions as intended in paragraph (2), their retention will be determined again by the leadership of the Archives Creator.

Article 7

Archive destruction procedures apply the following provisions:

- a. formation of an Archives assessment committee;
- b. archive selection;
- c. making a list of archives proposed for destruction by the archivist in the Archives Unit;
- d. assessment by the Archives assessment committee;
- e. request for approval for destruction from the head of the Archives Creator;
- f. determination of archives to be destroyed; And
- g. implementation of extermination.

Article 8

- (1) The procedure for destroying archives as intended in Article 7 is carried out according to the stages of destroying archives.
- (2) Provisions regarding the stages of destruction of archives as intended in paragraph (1) are listed in Appendix II which is an inseparable part of this Regent's Regulation.

CHAPTER V  
SUBMISSION OF STATIC ARCHIVES

Article 9

- (1) Delivery of Static Archives as intended in Article 3 letter c is delivery of Static Archives from the Archives Creator to the Archives Institution.
- (2) Submission of Static Archives as intended in paragraph (1) is carried out for archives that:
  - a. has historical use value;
  - b. its retention has expired; and/or
  - c. stated that it is permanent in accordance with the JRA Archive Creator.

Article 10

Procedures for submitting Static Archives are implemented through stages:

- a. selecting and creating a list of archives proposed for handover by archivists in the Archives Unit;
- b. assessment by the Archives assessment committee of Archives proposed for handover;
- c. notification that the Static Archives will be handed over by the head of the Archives Creator to the head of the Archives Institution according to their area of authority accompanied by a statement from the head of the Archives Creator that the Archives submitted are authentic, reliable, intact and can be used;
- d. verification and approval from the head of the Archives Institution according to their area of authority;
- e. determination of archives to be submitted by head of Archives Creator; And
- f. implementation of the handover of Static Archives by the head of the Archives Creator to the head of the Archives Institution accompanied by minutes and a list of archives to be handed over.

Article 11

- (1) Implementation of Static Archive submission activities as intended in Article 10 is carried out in accordance with the Static Archive submission procedure.
- (2) Provisions regarding procedures for submitting Static Archives as intended in paragraph (1) are listed in Appendix III which is an inseparable part of this Regent's Regulation.

CLOSING

Article 12

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 its stipulation in the Regional Gazette of Sukoharjo Regency.

Stipulated in Sukoharjo on  
December 29 2022

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on  
December 29 2022

REGIONAL SECRETARY  
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT  
YEAR 2022 NUMBER 68

The copy corresponds to the original  
HEAD OF LEGAL SECTION,

signed.

TEGUH PRAMONO, SH, MH

NIP Level I Advisor.  
19710429 199803 1 003

APPENDIX I  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 68 OF 2022  
ABOUT  
ARCHIVES DRAPPING GUIDELINES

INACTIVE ARCHIVE TRANSFER PROCEDURE

A. Transfer of Inactive Regional Government Archives is carried out as follows:

1. Transfer of Inactives which have retention of less than 10 (ten) years is carried out from the Processing Unit to the Archives Unit within the scope of the Archives Creator; And
2. Transfer of Inactive Archives which have retention for at least 10 (ten) years is carried out from the Archives Creator to the Regional Archives Institution.

B. The procedure for transferring Inactive Archives is as follows:

1. selection of Inactive Archives a.

Inactive Archives selection is carried out through JRA by looking at the active retention column; And

b. in the event that the active retention has expired or been exceeded, then Archive has entered an inactive period or the frequency of use has decreased.

2. Inactive Archive Setup

a. The arrangement of Inactive Archives is carried out based on the principles of origin and original rules.

1) the principle of "origin" which is the principle implemented to keep archives managed within a single archive creator (*provenance*), not mixed with archives originating from other archive creators, so that archives can be attached to the context of their creators.

2) the principle of "original rules" namely the principle that is carried out to maintain the Archives in accordance with the original arrangement (*original order*) or in accordance with the arrangements when the Archives were still used to carry out the activities of the Archives Creator.

b. Arrangement of Inactive Archives in Processing Units/work units is carried out through the following activities:

- 1) physical setting;
  - 2) archival information processing; and 3)
- preparation of a list of Inactive Archives.

c. Arrangement of Inactive Archives which are transferred to the box with details of activities:

1) organize the Inactive Archives files to be moved, according to the serial number of the list of Inactive Archives being moved;

2) save and insert the Inactive Archive file into the box  
Files;

3) label the Archives box with the following information: box number, name of Processing Unit, Archives serial number, and year of Archives creation.

d. structuring Inactive Archives and creating a list of Inactive Archives responsibility of the Processing Unit/work unit.



### 3. creating a list of Inactive Archives

- a. creating a list of Inactive Archives from Processing Unit to Archives Unit on Regional Apparatus.

The Processing Unit transfers Archives that have a retention period of less than 10 (ten) years by compiling a list of Inactive Archives and minutes of Archives transfer signed by the head of the Archives Unit as the recipient of the Archives.

The Inactive Archives list consists of a list of files and a list of file contents.

The file list contains:

- a) Processing Unit;
- b) file number;
- c) classification code;
- d) description of archive information;
- e) amount; And
- f) description.

The file's table of contents contains:

- a) file number;
- b) Archive item number;
- c) classification code;
- d) description of archive information;
- e) date;
- f) level of development;
- g) amount; And
- h) description





b. Creation of a List of Inactive Archives from Regional Apparatus to Institutions

Record management.

Regional Apparatus as Archives Unit II transfers Inactive Archives which have a retention of at least 10 (ten) years to the Regional Archives Institution as Archives Unit I by compiling a list of Inactive Archives and an official report on the transfer of Archives signed by the head of the Regional Apparatus as the one who moved the Inactive Archives and the leadership Regional Archives Institution as recipient of the Archives. When making minutes and lists of Inactive Archives that are transferred, they are made in 2 (dual) copies.

Regional Apparatus prepares a list of Inactive Archives and is signed by the head of the Regional Apparatus transferring the Archives and the head of the Regional Archives Institution as the recipient of the Archives.

The list of Inactive Archives contains at least:

- a. Archive Creator;
- b. Processing Unit;
- c. Archive number;
- d. Classification code;
- e. description of archive information;
- f. period;
- g. amount; And
- h. information.

Example: List of moved Inactive Archives

**INACTIVE ARCHIVE LIST  
REGIONAL DEVICE NAME**

Processing Unit: .....

NO.	CODE CLASSIFICATION	DESCRIPTION INFORMATION FILES	KURUN TIME	AMOUNT	LEVEL DEVELOPMENT	NO. BOX	KET.
1	2	3	4	5	6	7	8

Who receive  
Head of Regional Archives Institution  
POSITION NAME

Which moves  
Regional Apparatus Leaders  
POSITION NAME

NAME  
NIP

NAME  
NIP

Charging instructions:

- (1) No : Contains the file sequence number.
- (2) Classification Code : Contains the Archive classification code.
- (3) Description of Information files : Contains a description of archive information for each manuscript service.
- (4) Time period : Contains the period/time period of the archive created.
- (5) Amount : Contains the number of archives in each archive type (sheet/file/bundle/box).
- (6) Level Development : Containing The level of development of the archive (original/ copy/copy/remaining) if it consists of several levels of development is included in its entirety.
- (7) No. Crib : Contains a number that contains the location in the box of the type of archive that is stored.
- (8) Information : Contains specific information about the type of archive, such as textual, cartographic, audio visual, electronic and digital.

- c. The minutes of the transfer of Inactive Archives must contain at least:
  - a. execution time;
  - b. place;
  - c. type of archive being moved;
  - d. number of archives;
  - e. executor; And
  - f. signing by the head of the Processing Unit and/or Unit

Record management.

Example: Minutes of transfer of Inactive Archives with retention under 10 (ten) years from the Processing Unit to the Archives Unit on Regional Apparatus

MINUTES OF ARCHIVE TRANSFER

NUMBER: ...

On this day ..... date ..... month ..... year ..... the undersigned, each of us:

Name : .....  
Position : .....  
NIP : .....  
Rank/Goal: .....  
Work unit : .....

In this case acting on behalf of the Head of the Processing Unit....., hereinafter referred to as the FIRST PARTY.

Name : .....  
Position : .....  
NIP : .....  
Rank/Goal: .....  
Work unit : .....

In this case acting on behalf of the Head of the Archives Unit, hereinafter referred to as THE SECOND PARTY.

Declares that he has carried out the transfer of archives ....., as many ..... files/boxes as in the attached Archives List to be stored in the Archives Unit.

Thus, this Minutes is prepared in 2 (two) copies from the PARTIES bringing one copy which has the same legal force to be used as appropriate.

THE SECOND PARTY

THE FIRST PARTY

NAME  
NIP

NAME  
NIP

Example: Minutes of transfer of Inactive Archives with retention of at least 10 (ten) years  
from Regional Officials to Archives Institutions  
Area

MINUTES OF ARCHIVE TRANSFER

NUMBER: ...

On this day ..... date ..... month ..... year ..... the undersigned, each of us:

Name : .....  
Position : .....  
NIP : .....  
Rank/Goals: .....  
Work unit : .....

In this case acting on behalf of the Regional Apparatus Leadership, hereinafter referred to as the FIRST PARTY.

Name : .....  
Position : .....  
NIP : .....  
Rank/Goal: .....  
Work unit : .....

In this case acting on behalf of the Leadership of the Regional Archives Institution, hereinafter referred to as THE SECOND PARTY.

Declare to have carried out the transfer of archives ....., as many ..... files/boxes as in the attached Archives List to be stored at the Regional Archives Institution.

Thus, this Minutes is prepared in 2 (two) copies from the PARTIES bringing one copy which has the same legal force to be used as appropriate.

THE SECOND PARTY

THE FIRST PARTY

NAME  
NIP

NAME  
NIP

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX II  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 68 OF 2022  
ABOUT  
ARCHIVES DRAPPING GUIDELINES

ARCHIVES DESTRUCTION PROCEDURE

- A. Destruction of archives is carried out on archives that:
1. has no use value;
  2. its retention has expired and is declared to be destroyed based on JRA;
  3. there are no laws and regulations that prohibit it; And
  4. not related to the completion of the process of a case.
- B. Archive Destruction Procedures apply the following provisions:
1. formation of an Archives assessment committee;
  2. Archive selection;
  3. creating a list of archives proposed for destruction;
  4. assessment by the Archives assessment committee;
  5. request for Destruction Approval;
  6. determination of archives to be destroyed; And
  7. Implementation of Archive Destruction:
    - a) carried out totally so that the physical and archive information is destroyed and cannot be recognized, this can be done by, among other things:
      - 1) enumeration; And
      - 2) *pulping* (slurry).
    - b) witnessed by at least 2 (two) officials from the legal and supervisory unit of the relevant Archives Creator; And
    - c) accompanied by the signing of an official report containing a list of archives annihilated.
- C. Destruction procedures for retention archives under 10 (ten) years
1. formation of an Archives assessment committee
    - a) the formation of an Archives assessment committee is determined by the Leadership Regional Apparatus;
    - b) the Archives assessment committee is tasked with carrying out the Archives Assessment which will be destroyed;
    - c) the Archives assessment committee has an odd number;
    - d) the Archives assessment committee at least fulfills the following elements following:
      - 1) the head of the Archives Unit in each Regional Apparatus as chairman and member;
      - 2) the head of the Processing Unit whose archives will be destroyed as a member; And
      - 3) Archivist  
In the event that the Regional Apparatus does not yet have an Archivist, the member can be replaced by an employee who has duties and responsibilities in the field of Archives management, or can involve an Archivist from LKD.



Example: Formation of an Archives Appraisal Committee at Regional Apparatus



SUKOHARJO REGENCY GOVERNMENT

**REGIONAL DEVICE NAME**

Road ..... No. 199. Postal Code .....

Tel. .... Fax .....

www..... e-mail : .....

DECISION OF THE HEAD OF REGIONAL APPARATUS

NUMBER .....

ABOUT

ESTABLISHMENT OF AN ARCHIVES APPRAISAL COMMITTEE

Weigh

: a. that in order to implement the mandate of Law Number 43 of 2009 concerning Archives Article 49 letter b for the efficiency and effectiveness of Archives management, it is necessary to carry out an Assessment of Archives whose retention period/storage period has expired according to the Archives Retention Schedule; b. that based on the considerations as intended in letter a, it is

necessary to stipulate a decision by the Head of ..... regarding the Formation of an Archives Appraisal Committee.

Remember

- : 1. Law Number 13 of 1950 concerning the Establishment of District Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang II Level Region by amending Law Number 13 of 1950 concerning the Formation of Regions Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);
3. 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 has been done several times most recently with Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);

4. 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);
5. Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);
6. Regulation of the Regent of Sukoharjo Number 35 of 2017 concerning Retention Schedule for Financial Archives of the Regional Government of Sukoharjo Regency (Addition to the Sukoharjo Regency Regional News of 2017 Number 36);
7. Sukoharjo Regent Regulation Number 75 of 2020 concerning Retention Schedule for Regional Government Archives (Addition to Regency Regional News Sukoharjo Year 2020 Number 75);

DECIDE:

Set  
FIRST

: Establish an Archives Appraisal Committee, with membership composition as stated in Attachment 1 to this Decree.

SECOND

: Duties of the Archives Appraisal Committee as per Dictum One as stated in Attachment II to this decision.

THIRD : All costs incurred as a result of the stipulation of this decision are charged to the Regional Revenue and Expenditure Budget of Sukoharjo Regency.

FOURTH : This Decision shall take effect on the date specified.

Set in Sukoharjo  
on .....

LEADER OF REGIONAL APPARATUS

NAME  
NIP

RECORDS: This decision was sent to the  
Honorable:

1. Regent of Sukoharjo in Sukoharjo;
2. Government Assistant and  
People's Welfare Regional Secretary  
of Sukoharjo Regency in Sukoharjo;
3. General Administration Assistant  
Regional Secretary of Sukoharjo  
Regency in Sukoharjo;
4. Regional Inspector of Sukoharjo  
Regency in Sukoharjo;
5. Head of Archives Institution  
Sukoharjo Regency area in Sukoharjo;
6. Concerned Team;

Appendix I: Regional Apparatus Decisions

Number :

Date :

COMPOSITION OF THE ARCHIVES APPRAISAL COMMITTEE

NO	NAME	INTERNAL POSITION SERVICE	INTERNAL POSITION TEAM
1.		Unit Leader Record management	Concurrent Chairman Member
2.		Archivist/ Archive Manager	Secretary
3.		Processing Unit / Field/Section	Member
4.		Archivist / Archive Manager	Member
5.		Etc	etc

LEADER OF REGIONAL APPARATUS

TTD

NAME  
NIP

Appendix II : Regional Apparatus Decision  
Number :

Date :

DESCRIPTION OF JOBS OF THE ARCHIVES APPRAISAL COMMITTEE

NO POSITION IN THE TEAM	JOB DESCRIPTION
1. Chairman	Coordinate and organize the Archives Assessment and Archives Assessment Committee's letter of consideration to the Leadership.
2. Secretary	Prepare facilities related to archive depreciation and assessment.
3. Members	Carry out Archives Assessment through the List of Archives Proposed to be Destroyed and carry out archive sampling as well as make a Letter of Consideration/Recommendation for the Archives Assessment Committee, for archives that have passed the retention period which have no use value with a description of being destroyed and proposed to be destroyed.

LEADER OF REGIONAL APPARATUS

TTD

NAME  
NIP

2. Archive Selection

- a. Archive selection is carried out by the Archives assessment committee through the Archives Retention Schedule (JRA) by looking at the inactive retention column and at the information column declared destroyed; And
- b. In the event that the inactive retention has been exhausted or exceeded and in the information column it is stated as destroyed, then the archive can be categorized as an archive subject to destruction.

3. Creation of a List of Archives of Proposed Destruction

- a. The results of the archive selection are stated in the list of proposed archives destroyed; And
- b. The list of archives proposed for destruction should at least contain: number, type of archive, year, number, level of development, and description.

Example: List of Proposed Destruction Archives

LIST OF ARCHIVES FOR PROPOSED DESTRUCTION  
REGIONAL DEVICE NAME

NO.	TYPE FILES	YEAR NUMBER		LEVEL DEVELOPMENT	KET.
1	2	3	4	5	6

Charging instructions:

- (1) No : Contains the serial number
- (2) Archive Type : Contains the type/series of archives
- (3) years : Contains the year the archive was created
- (4) Amount : Contains the number of archives in each archive type (sheet/file/bundle/box)
- (5) Level Development : Contains the level of development of the archive if it consists of several levels of development listed in full
- (6) Description : Contains information about the condition of the archive (e.g. damaged/incomplete/in foreign/regional language)



4. Archive Assessment

- a. The Archives assessment committee carries out an assessment of the list of archives proposed to be destroyed by directly verifying the physical archives and then creating a list of archives that have been destroyed.

Example: List of Destroyed Archives

LIST OF DESTROYED ARCHIVES  
REGIONAL DEVICE NAME

Type	No files	Kurun Time	Amount	Level Development	Information
1	2	3	4	5	6

Sukoharjo,

LEADER OF REGIONAL APPARATUS  
TTD  
NAME  
NIP

Charging instructions:

- (1) No : Contains the serial number  
(2) Archive Type/Series: Contains the archive type/series  
(3) Time Period : Contains the year the archive was created  
(4) Amount : Contains the number of archives in each archive type  
(sheets/files/bundles/boxes)  
(5) Level : Contains the level of development of the archive if it  
Development consists of several levels of development listed in full  
(6) Description : Contains information about the condition of the archive  
(e.g. damaged/incomplete/in foreign/regional language)



- b. the results of the assessment as intended are stated in written consideration by the Archives assessment committee.

Example: Letter of Consideration from the Archives Assessment Committee

LETTER OF CONSIDERATION  
ARCHIVES APPRAISAL COMMITTEE

Number: .....

With regard to the application for approval for the destruction of archives in .....  
Based on the letter ..... (official sending the letter) number ..... date ..... In this case an assessment has been carried out from date ..... to ....., of the list of archives proposed to be destroyed with the following considerations.

- a. Approve the archive destruction proposal as attached; or
- b. Approved the proposal to destroy archives, however there are several files which are being considered not to be destroyed for certain reasons as attached.

These are the results of the Archives Appraisal Committee's considerations, with the hope that requests for approval of the archive destruction proposal can be followed up quickly using established procedures.


City name, date, month, year

- 1. Chairman .....  
of NIP  
Position
- 2. NIP members .....  
  
Position
- 3. NIP members .....  
  
Position
- 4. NIP members .....  
  
Position
- 5. NIP member .....  
  
Position

5. Request for Approval

Destruction of Archives in Regional Apparatus in Sukoharjo Regency must obtain written approval from the Regent.

Example: Request Letter for Approval of Archive Destruction

	<b>SUKOHARJO REGENCY GOVERNMENT</b>
	<b>REGIONAL DEVICE NAME</b>
	Road ..... No. .... Postal code .....
	Tel. .... Fax .....
	www..... e-mail : .....
<hr/>	
Number :	Sukoharjo, .....
Characteristic : Quick	To
Attachments: 1 bundle	Dear. Regent of Sukoharjo
Matter : Application for Approval	in
Archive Destruction	SUKOHARJO
<p>In order to implement the mandate of Law Number 43 of 2009 concerning Archives Article 49 letter b for the efficiency and effectiveness of archive management, (Name of regional apparatus) Sukoharjo Regency will carry out archive destruction activities for archives that no longer have any use value and have exhausted their retention, and a statement of destruction in accordance with the Archives Retention Schedule (JRA).</p> <p>In connection with this matter and in accordance with the considerations of the Archives Appraisal Committee, we are submitting a request for approval for the destruction of archives as stated in the attached List of Proposed Archives for Destruction.</p> <p>So to make a check.</p>	
LEADER OF REGIONAL APPARATUS	
<u>NAME</u> <u>NIP</u>	
<p><b>RECORDS:</b> This decision is conveyed to the Honorable:</p> <ol style="list-style-type: none"> <li>1. Deputy Regent of Sukoharjo in Sukoharjo;</li> <li>2. Assistant for Government and People's Welfare to the Regional Secretary of Sukoharjo Regency in Sukoharjo;</li> <li>3. General Administrative Assistant to the Regional Secretary of Sukoharjo Regency in Sukoharjo;</li> <li>4. Regional Inspector of Sukoharjo Regency in Sukoharjo;</li> <li>5. Head of the Sukoharjo Regency Regional Archives Institute in Sukoharjo.</li> </ol>	

Copy:

1. Deputy Regent of Sukoharjo;
2. Regional Secretary of Sukoharjo Regency;

Example: Regent's Approval Letter for Destruction of Archives



REGENT SUKOHARJO

Sukoharjo, .....

Number :

Characteristic

: Quick

Attachments: 1 bundle

Matter

: Agreement  
Archive Destruction

To

Dear. Device Lead  
Area  
in  
SUKOHARJO

Following up on the letter ..... Number: ..... date ..... Regarding Application for Approval for the Destruction of Archives, the following matters are submitted.

1. The archives proposed to be destroyed by ..... are archives of ..... with a period of ..... to ..... as many as ..... files have been assessed by the Archives Assessment Committee ..... in accordance with the provisions of article 65 paragraph (2) of Government Regulation Number 28 of 2012 concerning Implementation of Law Number 43 of 2009 concerning Record management.
2. The Assessment Team has carried out verification/reassessment of the list of archives proposed to be destroyed by ..... in accordance ..... with Regent's Regulation Number ..... Year ..... concerning the Sukoharjo Regency Government Archives Retention Schedule.
3. Based on the results of the verification/assessment, the Regent of Sukoharjo approved the destruction of archives as stated in the attached list of destroyed archives because they have no historical use value.
4. Destruction of archives is only carried out in accordance with the list of destroyed archives approved by the regent, anything outside the archive list is not the responsibility of the Regent.
5. The destruction of archives must take into account the provisions of Article 66 of Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives.


That's how to get attention.

REGENT SUKOHARJO,

NAME

## 6. Determination of Archives to be Destroyed

The Regional Apparatus Leadership issues a determination regarding the Archives to be destroyed with reference to written approval from the Regent and written considerations from the Archives assessment committee.

	<b>SUKOHARJO REGENCY GOVERNMENT</b>
	<b>REGIONAL DEVICE NAME</b>
	Road ..... No. .... Postal code .....
	Tel. .... Fax .....
	www..... e-mail : .....
<hr/> <b>DECISION OF THE HEAD OF REGIONAL APPARATUS</b> <b>NUMBER .....</b> <b>ABOUT</b> <b>DETERMINATION OF DESTROYED ARCHIVES</b>	
<p>Considering: a. that in order to carry out the mandate of Law Number 43 of 2009 concerning Archives Article 49 letter b for the efficiency and effectiveness of archive management, it is necessary to destroy archives which no longer have any use value, have expired their retention period, and are declared destroyed in accordance with the Archive Retention Schedule;</p>	
	<p>b. that based on the approval letter from the Regent of Sukoharjo Number... Date.... Hal.... then it is necessary to determine the archives that will be destroyed.</p>
<p>Remember :</p>	<ol style="list-style-type: none"><li>1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang II Level Region by amending Law Number 13 of 1950 concerning the Establishment of Regions Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);</li><li>2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);</li><li>3. 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 has been done several times most recently with Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);</li></ol>

4. 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);
5. Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);
6. Regulation of the Regent of Sukoharjo Number 35 of 2017 concerning Retention Schedule for Financial Archives of the Regional Government of Sukoharjo Regency (Addition to the Sukoharjo Regency Regional News of 2017 Number 36);
7. Regulation of the Regent of Sukoharjo Number 75 of 2020 concerning Retention Schedule for Regional Government Archives (Addition to the Regional Gazette of Sukoharjo Regency of 2020 Number 75);

DECIDE:

Determine:

- FIRST : Destruction of Archives (Name of Regional Apparatus) is carried out on archives whose retention period has expired as stated in this Attachment;
- SECOND : Destruction of archives is carried out in accordance with applicable statutory provisions;
- THIRD : The results of the implementation of the destruction of archives as intended by the FIRST dictum, are stated in the News Extermination Event;

FOURTH: All costs arising as a result of the stipulation of this Decree, are charged to the Regional Revenue and Expenditure Budget of Central Java Province for the Fiscal Year.....

FIFTH : This Decision shall take effect on the date specified.

Set in Sukoharjo  
on .....

LEADER OF REGIONAL APPARATUS

NAME  
NIP

~~RECORDS:~~ This decision is conveyed to the Honorable:

1. Regent of Sukoharjo in Sukoharjo;
2. Regional Secretary of Sukoharjo Regency in Sukoharjo;
3. Assistant Government and  
People's Welfare Regional Secretary of  
Sukoharjo Regency in Sukoharjo;
4. Administrative Assistant to the Regional Secretary  
Sukoharjo Regency in Sukoharjo;
5. Head of the Sukoharjo Regency Regional Archives  
Institute in Sukoharjo.

7. Implementation of Archive Destruction

The implementation of the destruction of archives takes into account the following provisions:

- a) carried out in total so that the physical and information cannot be recognized;
- b) witnessed by at least 2 (two) officials from the legal and supervisory elements accompanied by the signing of an official report containing a list of archives destroyed;
- c) the destruction of archives is carried out by making news Archive Destruction Event along with List of Destroyed Archives made in 2 (two) copies;
- d) The minutes are signed by the head of the Archives Unit, the head of the Processing Unit whose archives will be destroyed and witnesses;
- e) Minutes of the destruction of archives and the list of destroyed archives must be copied to the Head of the National Archives of the Republic of Indonesia and the Head of the Institution Regional Archives of Central Java Province;

Example: Minutes of Destruction of Archives at Regional Apparatus

<b>MINUTES OF ARCHIVE DESTRUCTION</b> NUMBER .....	
On this day ..... Date ..... month ..... year ....., respectively respectively:	
1. Head of the Processing Unit, hereinafter referred to as the First Party. 2. Head of the Archives Unit, hereinafter referred to as the Second Party.	
The undersigned has carried out the destruction of archives..... (name of regional apparatus) a number of ..... files as stated in the attached List of Destroyed Archives. Total destruction is carried out by shredding/making pulp (choose one).	
The second party Signature NAME	The first party Signature NAME
Know LEADER OF REGIONAL APPARATUS Signature NAME	
Witness	
1)..... Legal Department	2).....Inspectorate

f) Archives created during the implementation of archive destruction activities

Archives created during the implementation of archive destruction activities must be kept by Regional Apparatus/Regional Archives Institutions and treated as Vital Archives, including:

- 1) decision to form an Archives assessment committee;
- 2) minutes of the Archives assessment committee meeting at the time of the assessment;
- 3) a letter of consideration from the Archives assessment committee stating the conditions for destruction;
- 4) letter of approval for the destruction of archives from the Regent of Sukoharjo for retention under 10 (ten) years;
- 5) letter of approval for the destruction of archives from the Head of the National Archives Republic of Indonesia for retention under 10 (ten) years;
- 6) Regional Apparatus Leadership decision regarding the Determination of Archives Destroyed for retention under 10 (ten) years;
- 7) the decision of the Regent of Sukoharjo regarding the determination of the archives as destroyed for retention of at least 10 (ten) years;
- 8) Minutes of archive destruction; And
- 9) List of archives destroyed.

REGENT SUKOHARJO,

signed.

ETIK SURYANI



APPENDIX III  
SUKOHARJO REGENCY REGULATIONS  
NUMBER 68 OF 2022  
ABOUT  
ARCHIVES DRAPPING GUIDELINES

SUBMISSION OF STATIC ARCHIVES

A. Implementation of Submission of Static Archives

Implementation of Submission of Static Archives by Regional Apparatus to Regional Archives Institutions are carried out on archives that:

1. has historical use value;
2. the retention period has expired; And
3. the statement is made permanent according to the Archives Retention Schedule (JRA).

B. Criteria for Submitted Archives

Criteria: The archives submitted are of secondary value, namely they are valuable for evidence of existence (*evidential*), informational and intrinsic.

1. Valued for Evidence (*evidential*)

Archives that are valuable for evidential purposes (*evidential*) are archives that have the value of information content containing facts and information that can be used to explain how state institutions, regional governments, educational institutions, companies, political organizations, community organizations were formed, developed, merged, dissolved , arranged, and carried out functions and tasks.

The criteria for archives to be valuable for evidentiary purposes *are* as follows:

- a. is evidence of the existence, change, dissolution of a state institution, regional government, educational institution, company, political organization and community organization;
- b. constitutes evidence and information about the organization's strategic policies;
- c. constitutes evidence and information about the main activities of the organization;
- d. constitutes evidence and information about the organization's interactions with the client communities it serves;
- e. is evidence of the rights and obligations of individuals and organizations;
- f. contribute to the building of organizational memory for scientific, cultural, or historical purposes; And
- g. contains evidence and information about important activities for *stakeholders* internal and external.

2. Informational Value

Archives that have informational value are archives that have information content value that contains uses for various research and historical purposes without being linked to the institution/agency that created them, namely information about people, places, objects, phenomena, problems, and the like.

The criteria for archives having informational value are archives relating to the following matters:

- a. important people/provincial figures;
- b. phenomena, events , extraordinary events, important places on a provincial scale;  
And
- c. important problems that are provincial issues.

### 3. Intrinsic Useful Value

Archives that have intrinsic value are archives that have uniqueness or rarity inherent in the content, structure, context and character of the archive, such as the age of the archive, contents, use of words, about the creator, signature, stamp attached.

Criteria for archives of intrinsic use value have the following characteristics:

#### a. physical form

A form of archive preserved in its original form as evidence of technological scientific discoveries, technological developments, and so on;

#### b. aesthetic or artistic quality Archives that have artistic or aesthetic quality, for example: photographs, watercolor sketches, maps, architectural drawings, and so on;

#### c. unique/antique physical characteristics: unique is one of a kind, the opposite of unique is duplication:

- 1) unique physical archives: unique physical characteristics include unusual quality and texture of paper, color, stamp, ink, or binding shape;
- 2) unique information: Archives whose information content is not found elsewhere other;
- 3) unique in process and function: Archives that are the product of unique and specific activities;
- 4) unique archive aggregation: Archives that are unique based on the collection, unity, integrity of the collection, even though the archive contains duplicate information, that is, it was created by other parties; And
- 5) Archive age: Archive age shows the quality of uniqueness. Old archives are more unique than new archives. This is related to the history of the creator and the rarity of old archives.

#### d. Has value for exhibitions, namely archives that have quality and

The characteristics of the value attached to the Archives are as follows:

- 1) reflects an event , shows actuality  
or the novelty of an event ;
- 2) describe a very important issue; And
- 3) related to someone who is the subject or origin of the archive.

- e. Original archives whose authenticity can be confirmed by physical examination, for example: authenticity, date, creator. writing and signature, photo or other characteristics;
- f. Archives in original form are related to the public and general interest because they are historically related to important people, places, objects, issues and events;
- g. Original/original archives related to documentation of the determination or legal basis for the continuity of an institution/institution; And
- h. Original/original archives which are documentation of policy formulation at the highest executive level and these policies have important meaning and broad impact beyond the institution.

#### C. Procedure for Submission of Static Archives

The procedure for submitting Static Archives is carried out as follows:

1. Selection and creation of a list of proposed handover archives
  - a. Static Archive selection is carried out through the Archive Retention Schedule (JRA) by looking at the inactive retention column and the information column that is declared Permanent;
  - b. in the event that the inactive retention has expired or been exceeded and in the information column it is stated as permanent, then the archive has entered the proposed handover archive period;
  - c. the results of the archive selection are stated in the list of archives proposed for handover; And
  - d. The list of archives proposed for handover must contain at least: number, classification code, description of archive information, time period, number of archives and information.

Example: List of Transfer Proposal Archives

LIST OF SURRENDER PROPOSED ARCHIVES  
REGIONAL DEVICE NAME

No.	Code Classification	Information Description files	Kurun Time	Number of Descriptions	
1	2	3	4	5	6

LEADER OF REGIONAL APPARATUS


signed

Name  
NIP

Charging instructions

1. Number : Contains the serial number
2. Clarification Code : Contains Archive classification
3. Description of Archive Information: Contains a description of archive information
4. Time Period : Contains the year the archive was created
5. Quantity : Contains the number of archives in each archive type
6. Description : Contains information about the condition of the archive  
(e.g. damaged/incomplete/in foreign/regional language)

Example: Formation of an Archives Assessment Committee

	<b>SUKOHARJO REGENCY GOVERNMENT</b>
	<b>REGIONAL DEVICE NAME</b>
	Road ..... No..... Postal Code .....
	Tel. .... Fax .....
	www..... e-mail : .....
<hr/>	
<b>DECISION OF THE HEAD OF REGIONAL APPARATUS NUMBER .....</b>	
<b>ABOUT</b>	
<b>ESTABLISHMENT OF AN ARCHIVES APPRAISAL COMMITTEE</b>	
<b>Weigh</b>	: a. that in order to utilize archives that have useful value, it is necessary to carry out an assessment of archives that have expired their retention period/storage period in accordance with the Archive Retention Schedule;  b. that based on the considerations as intended in letter a, it is necessary to stipulate a decision by the Head of ..... regarding the Formation of an Archives Appraisal Committee.
<b>Remember</b>	: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law Number 13 of 1950 concerning Regional Establishment Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);  2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);  3. 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 has been done several times most recently with Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);

4. 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);
5. Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);
6. Regulation of the Regent of Sukoharjo Number 35 of 2017 concerning Retention Schedule for Financial Archives of the Regional Government of Sukoharjo Regency (Addition to the Sukoharjo Regency Regional News of 2017 Number 36);
7. Regulation of the Regent of Sukoharjo Number 75 of 2020 concerning Retention Schedule for Regional Government Archives (Addition to the Regional Gazette of Sukoharjo Regency of 2020 Number 75);

DECIDE:

- Set  
FIRST : Establish an Archives Appraisal Committee with membership composition as stated in Appendix I to this Decree.
- SECOND : The duties of the Archives Appraisal Committee are as stated in the First Dictum as stated in Appendix II this decision.

THIRD : All costs incurred as a result of the stipulation of this decision are charged to the Regional Revenue and Expenditure Budget of Sukoharjo Regency.

FOURTH : This Decision shall take effect on the date specified.

Set in Sukoharjo  
on .....

LEADER OF REGIONAL APPARATUS

NAME  
NIP

RECORDS: This decision was sent to the  
Honorable:

1. Sukoharjo District Inspector in Sukoharjo;
2. Head of the Regional Archives Institute of Sukoharjo Regency in Sukoharjo;
3. Head of the Legal Department of the Regional Secretary of Sukoharjo Regency in Sukoharjo;
4. The person concerned.

Appendix I: Regional Apparatus Decisions  
Number :

Date :

COMPOSITION OF THE ARCHIVES APPRAISAL COMMITTEE  
FISCAL YEAR.....

NO	NAME	POSITIONS IN INTERNAL SERVICE SERVICES	TEAM
1.		Head of Regional Apparatus in Charge	
2.		Secretary/Head of General Affairs/ Head of Administration Regional Apparatus	Chairman
3.		Head of General Subdivision and Personnel/Head of Subdivision Device Administration Area	Secretary
4.		Archivist/Archive Manager Regional Apparatus	Member
5.		Archivist/Archive Manager Regional Apparatus	Member
6.		Archivist/Archive Manager Regional Apparatus	Member

LEADER OF REGIONAL APPARATUS

Signed

NAME  
NIP



Appendix II : Regional Apparatus Decision  
Number :

Date :

DESCRIPTION OF JOBS OF THE ARCHIVES APPRAISAL COMMITTEE  
FISCAL YEAR.....

NO POSITION IN THE TEAM	JOB DESCRIPTION
1. Responsible Person	Directs and is responsible for the implementation of depreciation and assessment of proposed handover archives.
2. Chairman	Coordinate and organize the Archives Assessment the Archives Assessment Committee's letter of consideration to the Person in Charge.
3. Secretary	Convey everything related to the depreciation and assessment of archives to be submitted.
4. Members	Carry out an Archives Assessment through the List of Archives for Proposed Handover and carry out archive sampling as well as create a letter of consideration from the Archives Assessment Committee, regarding archives that have passed the retention period which have historical value with permanent information, proposed for submission.

LEADER OF REGIONAL APPARATUS

signed

NAME  
NIP

2. Archive Assessment

- a. the Archives assessment committee assesses the list of archives proposed for handover by directly verifying the physical archives; And
- b. The results of the assessment as intended are stated in written considerations by the Archives assessment committee.

Example: Letter of Consideration from the Archives Assessment Committee

LETTER OF CONSIDERATION  
ARCHIVES APPRAISAL COMMITTEE

With regard to the request for approval to hand over archives from ..... based on letter ..... (Official sending the letter) ..... number ..... date ..... in this case an assessment has been carried out from date ....., to the list of archives proposed to be submitted with the following considerations. (select one)

- a. agree to the proposed submission of archives as attached; or
- b. agreed to the proposal to submit the archives, however there were several files which were considered not to be submitted for certain reasons as attached.

These are the results of the Archives Appraisal Committee's considerations, with the hope that the request for approval of the proposal to hand over the archives can be followed up quickly using established procedures.

Name of city, date, month, year 2.

Person in charge NIP .....

Position

2. Chairman .....

of NIP  
Position

3. NIP Secretary .....

Position

4. NIP members .....

Position


4. NIP members .....

Position

3. Notification of Submission of Static Archives

- a. the Head of the Regional Apparatus will hand over the Static Archives to the Head of the Regional Archives Institution accompanied by a statement from the Head of the Regional Apparatus that the Archives submitted are authentic, reliable, intact and usable; And
- b. Submission of Static Archives must meet the following requirements:
  - 1) submit a letter requesting delivery of the Static Archives from Leaders of Regional Apparatus to Heads of Archives Institutions Area;
  - 2) submit a list of archives proposed for handover; And
  - 3) letter of consideration from the Archives assessment committee.

Example: Notification Letter for Submission of Static Archives

	SUKOHARJO REGENCY GOVERNMENT	
	<b>REGIONAL DEVICE NAME</b>	
	Road ..... No.... Postal code .....	
	Tel. .... Fax .....	
	www..... e-mail : .....	
<hr/>		
Number :	Sukoharjo,	
Characteristic :	Dear. Head of the Archives Service and	
Attachment :	Library	
Regarding :	in	
Submission of Static Archives	Sukoharjo	
<p>Following up on the Static Archives Assessment Committee meeting on..... we hereby convey the following matters.</p> <ol style="list-style-type: none"><li>1. The Static Archives Assessment Committee has carried out an archive assessment with produces a static archive of ..... files.</li><li>2. In connection with this, we intend to hand over static archives to be stored at the Sukoharjo Regency Regional Archives Institute (LKD) so that they can be used according to their needs as in the attached list.</li></ol> <p>So for checking, thank you for your attention and cooperation.</p>		
<p>LEADER OF REGIONAL APPARATUS</p> <p>TTD</p> <p><u>NAME</u></p> <p><u>NIP</u></p>		

4. Verification and Approval

- a. Leaders of Regional Archives Institutions verify the List of Proposed Transfer Archives based on requests for submission of static Archives from Regional Apparatus;
- b. The Head of the Regional Archives Institution can provide recommendations on the results of the verification of the Archives list of proposals for handing over Archives that are accepted or rejected to the Regional Apparatus; And
- c. The Head of the Regional Archives Institution gives approval to the list of archives proposed for handover from the Regional Apparatus.

Example: Letter of Consideration from the Archives Appraisal Committee to be submitted

LETTER OF CONSIDERATION  
ARCHIVES APPRAISAL COMMITTEE

With regard to the application for approval for the submission of archives at (Name of Regional Apparatus) number..... date..... in this case an assessment has been carried out from date..... to ..... of list of archives proposed to be submitted resulting in the following considerations.

(select one)

- a. Approve the proposed submission of archives as attached.
- b. Approved the proposal to submit archives, however there were several files which were considered not to be submitted for certain reasons as attached.

These are the results of the Archives Appraisal Committee's considerations, with the hope that the request for approval of the proposal to hand over the archives can be followed up quickly using established procedures.

Name of city, date, month, year 1. Person  
in charge NIP .....

Position

2. Chairman  
of NIP .....

Position

3. NIP Secretary .....

Position

4. NIP members .....

Position

5. NIP member .....

Position

5. Determining the Archives to be Submitted

The Head of the Archives Creator, in this case the Regent, issues a determination regarding the Archives to be handed over to the Archives Institution with reference to the approval of the Head of the Archives Institution.

Example: Determination of Static Archives to be Submitted



REGENT SUKOHARJO  
PROVINCE OF CENTRAL JAVA  
DECISION OF THE REGENCY OF SUKOHARJO  
NUMBER ...  
ABOUT  
DETERMINING STATIC ARCHIVES

REGENT SUKOHARJO,

Considering: a. that in order to carry out the mandate of Law 43 of 2009 concerning Archives, Article 49 letter c, to save archives which have historical value, whose retention has expired and have permanent information according to the Archives Retention Schedule, it is necessary to hand over the archives;

b. that based on the considerations as intended in letter a, and the Verification Results by the Regional Archives Institution, it is necessary to determine the archives to be submitted;

Remember

- : 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law Number 13 of 1950 concerning Regional Establishment -Regency Areas within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);
3. 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 Job Creation (State Gazette Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);

4. 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);
5. Central Java Province Regional Regulation Number 1 of 2015 concerning the Implementation of Archives in Central Java Province (Central Java Province Regional Gazette of 2015 Number 1, Supplement to Central Java Province Regional Gazette Number 75);
6. Sukoharjo Regency Regional Regulation Number 7 of 2022 concerning Amendments to Regional Regulation number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2022 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 307);

DECIDE

Set

FIRST

: Submission of Static Archives to Sukoharjo Regency Regional Apparatus is carried out for archives whose retention period has expired as stated in this Attachment (list of static archives submitted).

SECOND

: Submission of archives is carried out in accordance with applicable statutory provisions.

THIRD

: The results of the implementation of the archive handover as intended by the FIRST dictum, are stated in the Minutes of Archive Handover.

FOURTH : All costs incurred as a result of the stipulation of this Decree, are charged to the Sukoharjo Regency Regional Revenue and Expenditure Budget for the Fiscal Year..... .

FIFTH : This Decision shall take effect on the date specified.

Set in Sukoharjo  
On .....

LEADER OF REGIONAL APPARATUS

TTD  
NAME  
NIP

RECORDS: This decision is sent

Dear.:

1. Sukoharjo Regional Regency  
Secretary in Sukoharjo;
2. Assistant for Government and People's Welfare  
to the Regional Secretary of Sukoharjo  
Regency in Sukoharjo;
3. Assistant General Administration  
Secretary Area Regency  
for Sukoharjo in Sukoharjo.
4. Head of the Sukoharjo Regency Regional  
Archives Institute in Sukoharjo.

6. Implementation of Handover of Static Archives

Handover of Static Archives from the Head of Regional Apparatus to the Head of the Regional Archives Institution, accompanied by a report on the handover of the Archives, a list of the Static Archives handed over and the physical Archives to be handed over.

Example: Static Archive List

**LIST OF STATIC ARCHIVES SUBMITTED**

Name of Regional Device:  
Address :

No.	Code Classification	Information Description files	Kurun Time	Number of	Descriptions
1	2	3	4	5	6

Sukoharjo,  
LEADER OF REGIONAL APPARATUS  
TTD

NAME  
NIP

Charging instructions

- (1) No : Serial number
- (2) Classification Code : Archive classification code
- (3) Description of Information: Description of the information contained in the Archives
- (4) Time Period : The time period when the archive was created
- (5) Number of Archives : Contains the number of archives in each archive type (sheet/file/bundle/box)
- (6) Description : Contains information about the condition of the archive (eg damaged/incomplete/foreign/regional language)



Example: Minutes of Submission of Regional Apparatus Static Archives

MINUTES OF ARCHIVE TRANSFER  
NUMBER: ...

On this day ..... date ..... month ..... year ..... the undersigned, each of us:

Name : .....  
Position : .....  
NIP : .....  
Rank/Goal: .....  
Work unit : .....

In this case acting on behalf of the Head of the Processing Unit ....., hereinafter referred to as the FIRST PARTY.

Name : .....  
Position : .....  
NIP : .....  
Rank/Goal: .....  
Work unit : .....

In this case acting on behalf of the Sukoharjo Regency Regional Archives Institution, hereinafter referred to as THE SECOND PARTY.

Declare to have carried out the handover of static archives which have national value in the number of ..... files as stated in the Static Archives List to be stored and preserved at the Regional Archives Institute of Sukoharjo Regency.

THE SECOND PARTY

THE FIRST PARTY

NAME  
NIP

NAME  
NIP

## CLOSING

The Archive Depreciation Guidelines are instructions for utilizing and saving Archives in Regional Apparatus in the Sukoharjo Regency Government, as mandated by Law Number 43 of 2009 concerning Archives.

Due to the preparation of the Archive Depreciation Guidelines in the Sukoharjo Regency Government, it is hoped that it will be able to implement Archive Depreciation and save Archives from the possibility of being destroyed or lost due to Archive Depreciation that does not comply with procedures.

REGENT SUKOHARJO,

signed.

ETIK SURYANI