



REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
REGIONAL REGULATIONS OF SUKOHARJO DISTRICT
NUMBER 8 OF 2023
ABOUT
ARCHIVES ORGANIZATION

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

- Considering: a. that archives are the identity of a nation which plays an important role in maintaining the sovereignty and integrity of the country, creating a great nation, as well as a just, prosperous and prosperous society in accordance with the goals of the Republic of Indonesia;
- b. that in order to guarantee the availability of authentic, complete and reliable, in order to support the realization of good and clean governance and improvement of public services, archives administration must be carried out in a comprehensive archives administration system,

integrated and sustainable in accordance with archival principles, rules and standards;
- c. that Archives is a mandatory government affair that is not related to basic services which are the authority of the Regional Government based on the provisions of Article 12 paragraph (2) letter r of Law Number 23 of 2014 concerning Regional Government as amended several times, most recently by Law Number 6 of 2014 2023 concerning the Stipulation of Government Regulations in Lieu of Law Number 2 of 2022 concerning Job Creation into Law, so that to provide direction, foundation and legal certainty in its implementation, regulations in the form of Regional Regulations are needed;
- d. that based on the considerations as intended in letters a, b, and c, it is necessary to determine the Region regarding the Administration of Archives;
- Regulation

- Remember : 1. Article 18 paragraph (6) of the 1945 Constitution of the Republic of Indonesia;
2. 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 the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
3. Law Number 43 of 2009 concerning Archives (State Institution of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 6 of 2023 concerning Determination of Government Regulations in Lieu of Laws -Law Number 2 of 2022 concerning Job Creation Becomes Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to State Gazette of the Republic of Indonesia Number 6856);
5. Law Number 11 of 2023 concerning Central Java Province (State Gazette of the Republic of Indonesia of 2023 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 6867);

With Mutual Consent

REGIONAL PEOPLE'S REPRESENTATIVE COUNCIL OF SUKOHARJO DISTRICT

And

REGENT SUKOHARJO

DECIDE:

Set : REGIONAL REGULATIONS CONCERNING OPERATION
RECORD MANAGEMENT.

PIG
GENERAL REQUIREMENTS
article 1

In this Regional 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 Regional Government which leads the implementation of Government affairs which fall under the authority of the autonomous region.
4. The Regent is the Regent of Sukoharjo.
5. 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.
6. Regional Archives Institution, hereinafter abbreviated to LKD, is a Regional Apparatus that has duties, functions and responsibilities in the field of Archives.
7. Village Government is the administration of government affairs and the interests of local communities in the government system of the Unitary State of the Republic of Indonesia.
8. Archives are matters relating to files.
9. 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, national and social life. patriotic.
10. Dynamic Archives are Archives that are used directly in the activities of the Archive Creator and are stored for a certain period of time.
11. Active Archives are Archives that are used frequently and/or continuously.

12. Inactive Archives are archives that have frequency **its use has declined.**
13. 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.
14. Static Archives are Archives produced by Archive Creators because they have historical use value, their retention has expired, and they are permanent and have been verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or LKD.
15. Maintained Archives are state archives relating to the survival of the nation and state whose integrity, security and safety must be maintained.
16. General Archives are Archives that are not included in the Guarded Archives category.
17. An archivist is someone who has competence in the field of Archives obtained through formal education and/or Archives education and training and has the functions, duties and responsibilities of carrying out Archives activities.
18. Archives access is the availability of archives as a result of legal authority and legal authorization as well as the existence of supporting facilities to facilitate the discovery and use of archives.
19. Archives Creator is a party who has independence and authority in carrying out functions, duties and responsibilities in the field of Dynamic Archives Management.
20. Processing Unit is a work unit within the Archives Creator which has the task and responsibility of processing all Archives related to Archives creation activities in its environment.
21. Archives Unit is a work unit within the Archives Creator which has duties and responsibilities in the Administration of Archives.
22. Archives Retention Schedule, hereinafter abbreviated to JRA, is a list containing the minimum 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 guide for depreciation and preservation of archives.

23. Archive shrinkage 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 LKD.
24. Archives management is all activities including policies, archives development, and archives management in a regional archives system which is supported by human resources, facilities and infrastructure, as well as other resources.
25. Dynamic Archives Management is the process of controlling Dynamic Archives efficiently, effectively and systematically including creation, use and maintenance, as well as Archive Depreciation.
26. Static Archives Management is the process of controlling Static Archives efficiently, effectively and systematically including acquisition, processing, preservation, utilization, utilization and public services in a Regional Archives system.
27. Acquisition of Static Archives is the process of adding to the treasures of Static Archives at an Archives institution which is carried out through the transfer of Static Archives and their management rights from the Archives Creator to LKD.
28. The Regional Archives System, hereinafter abbreviated as SKD, is a system that forms a pattern of sustainable relationships between various components that have certain functions and tasks, interactions between actors and other elements that influence each other in the framework of the Implementation of Archives in the Region.
29. Regional Archives Information System, hereinafter abbreviated to SIKD, is an Archives information system developed and managed by LKD using Archives information network facilities
Area.
30. Regional Archives Information Network, hereinafter abbreviated to JIKD, is an information network system and archives service facilities in the Regions managed by LKD.
31. National Archives Information System, hereinafter abbreviated as SIKN, is an information system
National archives are managed by the National Archives of the Republic of Indonesia which uses national archives information network facilities.

32. National Archives Information Network, hereinafter abbreviated as JIKN, is a national archives service system and information network system managed by the National Archives of the Republic of Indonesia.
33. Archive Search List, hereinafter abbreviated as DPA, is a list containing archives that have historical value, whether they have been verified directly or indirectly by LKD and searched by LKD and announced to the public.
34. Archives List is a list containing the data and identity of archives required for the discovery and depreciation of archives.
35. Archives Organization is an Archives Unit at the Archives and LKD Creator which carries out Archives Organizing activities.
36. Archive maintenance is an activity to maintain the integrity, security and safety of archives, both physical and informational.
37. Use of Archives is the activity of utilizing and providing Archives for the benefit of Archives users entitled.
38. Filing is placing manuscripts into a set that is arranged systematically and logically according to the context of the activity so that they become one file because they have information relationships, similar types or similar problems of a work unit.
39. The Vital Archives Program is a systematic and planned action and procedure aimed at providing protection and saving Archives
Vital Archives Creator during an emergency or after a disaster occurs.
40. Archive retention is the mandatory storage period for a type of archive.
41. Archives Authentication is the process of providing marks and/or written statements or other signs in accordance with technological developments which indicate that the archives being authenticated are genuine or in accordance with the original.
42. Archive Media Transfer is the transfer of information from paper-based records to other media with the aim of efficiency.
43. Archives Preservation is the activity of preserving, caring for and guarding archives against various elements that destroy archives.

44. A company is any form of business that carries out activities with the aim of obtaining profit or profits in the form of a legal entity established and/or domiciled in a region.
45. Educational Institutions are Educational Institutions structured and tiered formal education consisting of basic education, both public and private.
46. An individual is someone who has archives which is valuable for history and national accountability.
47. Society is a part, a group, a particular community and/or the general public, whether gathered in an organization or not gathered in an organization.
48. Community Organizations are organizations registered in accordance with statutory provisions.
49. Political Organization is an institution or set of arrangements used by the general public to regulate various common problems.
50. Regionally Owned Enterprises, hereinafter abbreviated to BUMD, are business entities whose capital is wholly or largely owned by the Regional Government through direct participation originating from separated Regional Government assets.

Section 2

Archives management is carried out based on the principles:

- a. legal certainty;
- b. authenticity and trustworthiness;
- c. wholeness;
- d. origin;
- e. original rules;
- f. security and safety;
- g. professionalism;
- h. responsiveness;
- i. anticipation;
- j. participation;
- k. accountability;
- l. expediency;
- m. accessibility; And

n. public interest.

Article 3

Organizing Archives in the Region aims to:

- a. guarantee the creation of archives of activities carried out by Regional Governments, Village Governments, BUMD, Educational Institutions, Companies, Political Organizations, Community Organizations and Individuals;
- b. guarantee the availability of authentic archives and reliable as valid evidence;
- c. realizing the management and utilization of Archives reliable;
- d. creating comprehensive and integrated Archives implementation;
- e. guarantee the safety and security of Archives as evidence of accountability in the life of society, nation and state;
- f. guarantee the safety of regional assets in the economic, social, political, cultural, defense and security fields as the nation's identity and identity; g. increasing the capacity of LKD as an information center that is easily accessible to the public;
- h. strengthening archival institutions in the region; And
- i. improve the quality of public services in the management and utilization of authentic and trustworthy archives.

Article 4

The scope of this Regional Regulation includes:

- a. Regional Government authority;
- b. Archive Management
- c. Archives Organization;
- d. Archives management;
- e. Archives services;
- f. human Resources;
- g. guidance and supervision;
- h. cooperation;
- i. community participation; And
- j. funding.

CHAPTER II

REGIONAL GOVERNMENT AUTHORITY

Article 5

Regional Government Authority in Implementation
Archives, including:

- a. Regional Government Dynamic Archives Management and BUMD;
- b. Management of Static Archives created by Regional Governments, BUMD, private companies with business offices in the Region, Community Organizations at the Regional level, Political Organizations at the Regional level, Village Governments, and Community figures at the Regional level;
- c. management of network nodes in SIKD through JIKD Regional level;
- d. destruction of archives due to disaster;
- e. saving Regional Apparatus Archives that were merged and/or dissolved, as well as the expansion of sub-districts and villages/sub-districts;
- f. Authenticate Static Archives and Transferred Archives Media managed by LKD;
- g. carry out searches for Static Archives whose management is under the authority of the Region which are declared missing in the form of an Archives Search List; And
- h. issuance of permission to use closed archives stored in LKD.

CHAPTER III

ARCHIVES ORGANIZATION

Article 6

- (1) Every Regional Apparatus, BUMD and Village Government is obliged to organize Archives in accordance with its main tasks and functions based on the provisions of statutory regulations.
- (2) Every Regional Government apparatus is obliged to implement and comply with applicable Archives regulations in accordance with its main duties and functions.
- (3) Every Regional Apparatus, BUMD and Village Government that violates the provisions as intended in paragraph (1) will be subject to administrative sanctions in the form of a written warning.

- (4) Administrative sanctions in the form of written warnings as intended in paragraph (3) are given a maximum of 2 (two) times with a maximum period of 14 (fourteen) working days each time.
- (5) Administrative sanctions in the form of written warnings as intended in paragraph (4) contain orders to fulfill obligations as intended in paragraph (1) and paragraph (2).
- (6) In the case of Regional Apparatus, BUMD and Government Villages that do not comply with the provisions referred to in paragraph (5) will be subject to sanctions in accordance with the provisions of statutory regulations.
- (7) The imposition of administrative sanctions as intended in paragraph (3) to paragraph (6) is carried out by the Regent through the Regional Apparatus that carries out government affairs in the field of Archives.

Article 7

- (1) Every Educational Institution, Company, Political Organization and Community Organization as well as Individuals who have Static Archives are required to submit them to the Archives institution.
- (2) In the context of information services and other forms of service from the Regional Government, every Educational Institution, Company, Political Organization and Community Organization as well as Individuals as referred to in paragraph (1) are obliged to comply with the laws and regulations in the field of Archives.
- (3) Every Educational Institution, Company, Political Organization and Community Organization as well as Individuals who violate the provisions as intended in paragraph (1) will be subject to administrative sanctions in the form of a written warning.
- (4) Administrative sanctions in the form of written warnings as intended in paragraph (3) are given a maximum of 2 (two) times with a maximum period of 14 (fourteen) working days each time.
- (5) Administrative sanctions in the form of written warnings as intended in paragraph (4) contain orders to fulfill obligations as intended in paragraph (1) and paragraph (2).
- (6) In the event that educational institutions, companies, political organizations and community organizations and individuals do not fulfill the provisions as referred to in paragraph (5), they will be subject to sanctions in accordance with the provisions of statutory regulations.

- (7) The imposition of administrative sanctions as intended in paragraph (3) to paragraph (6) is carried out by the Regent through the Regional Apparatus that carries out government affairs in the field of Archives.

CHAPTER IV

ARCHIVE ORGANIZATION

Part One

General

Article 8

- (1) Regional Archives Organizations consist of:
- a. Archives Unit at Archives Creator; And
 - b. LKD.
- (2) Archive Creator as intended in paragraph (1) letter a, includes:
- a. Regional Apparatus;
 - b. BUMD;
 - c. Educational institutions;
 - d. Company;
 - e. Political Organization;
 - f. Community Organizations;
 - g. Village Government; And
 - h. Individual.
- (3) Organizing Archives at Regional Apparatus, BUMD, and Village Government as intended in paragraph (2) letters a, b, and g consists of:
- a. Archives Unit; And
 - b. Processing Unit.
- (4) The archive creator as intended in paragraph (2) is responsible for its maintenance Archives via SKD.

The second part
Archives Unit

Article 9

Archives Unit as intended in Article 8 paragraph (1) letter a provides:

- a. carry out management of Inactive Archives from the Unit Processors in their environment;
- b. processing archives and presenting archives information within the SKD and SIKD framework;
- c. carrying out the destruction of archives in the environment the institution;
- d. preparing the submission of Static Archives by head of Archives Creator to LKD; And
- e. carry out guidance and evaluation in the framework of Archives Implementation in their environment.

Article 10

The Processing Unit as intended in Article 8 paragraph (3) letter b, is tasked with:

- a. processing Active Archives; And
- b. submit Inactive Archives to the Archives Unit.

Part Three

LKD

Article 11

LKD as intended in Article 8 paragraph (1) letter b is tasked with:

- a. formulating Regional Archives policies;
- b. establishing the Vital Archives Program;
- c. managing Inactive Archives which have a retention of at least 10 (ten) years originating from the Archive Creator;
- d. carry out Archives Development for Creators Files;
- e. carrying out the destruction of Archives whose retention has expired for Archives that have retention for at least 10 (ten) years in accordance with the JRA;
- f. carry out Static Archive Management received from the Archive Creator; And
- g. carry out the development of Archives human resources.

CHAPTER V

ARCHIVES MANAGEMENT

Part One

General

Article 12

- (1) Archives Management in the Region includes management:
 - a. Dynamic Archives; And
 - b. Static Archive.
- (2) Dynamic Archives Management as intended in paragraph (1) letter a includes management of:
 - a. creation;
 - b. use;
 - c. maintenance; And
 - d. shrinkage.
- (3) Dynamic Archives management as intended in paragraph (2) is carried out on:
 - a. Vital Archives;
 - b. Active Archive; And
 - c. Inactive Archives.
- (4) Dynamic Archive Management as intended in paragraph (3) is the responsibility of the Archives Creator.

The second part

Institutions and Management

Article 13

- (1) Institutions are implemented through increasing the capacity of Archives institutions as information centers that are easily accessible to the public.
- (2) Management is implemented through the preparation of technical policies in the areas of:
 - a. Dynamic Archives Management; And
 - b. Static Archive Management.
- (3) Further provisions regarding the preparation of technical policies as intended in paragraph (2) are regulated in a Regent's Regulation.

Part Three
Archives Systems and Networks

Article 14

- (1) Regional Governments utilize information technology in the Administration of Archives.
- (2) The Regional Government prepares information technology-based Regional Archives system and network planning policies through the following efforts:
 - a. implementation of SIKN and JIKN;
 - b. implementation of SIKD and JIKD; And
 - c. development of Archives networks in the Region.

Part Four
Dynamic Archives Management

Paragraph 1

Archive Creation

Article 15

- (1) Creation of Archives as intended in Article 12 paragraph (2) letter a includes activities:
 - a. creating archives; And
 - b. Archive reception.
- (2) The creation and receipt of Archives as intended in paragraph (1) is carried out based on:
 - a. official document management;
 - b. Archive classification; And
 - c. security classification system and Archive Access.

Article 16

The order of official documents, archive classification, as well as the security classification system and archive access as intended in Article 15 paragraph (2), are determined by the leadership of the archive creator based on the provisions of statutory regulations.

Paragraph 2
Use of Dynamic Archives

Article 17

- (1) The use of Dynamic Archives as intended in Article 12 paragraph (2) letter b is intended for the interests of government and society.
- (2) Availability and authenticity of Dynamic Archives responsibilities of the Archive Creator.
- (3) The Processing Unit Leader is responsible for the availability, management and presentation of Vital Archives and Active Archives.
- (4) The Head of the Archives Unit is responsible for the availability, processing and presentation of Inactive Archives for internal use and public interest.
- (5) In order to provide archives for access purposes, dynamic archives can be transferred to media.

Article 18

The use of Dynamic Archives as intended in Article 17 paragraph (1) is carried out based on a security classification system and Archive Access.

Article 19

- (1) Archive creators can close access to archives Dynamic as intended in Article 18 for the reason that if the archive is opened to the public, it will result in:
 - a. hampering the law enforcement process;
 - b. interfere with the interests of protecting intellectual property rights and protecting against unfair business competition;
 - c. endangering state and regional order, defense and security;
 - d. disclose natural wealth that is categorized as protected confidentiality;
 - e. detrimental to regional and national economic resilience;
 - f. detrimental to political interests in the Region, foreign policy and foreign relations;
 - g. disclose the contents of authentic personal deeds and a person's last will or testament except to those who are legally entitled;

- h. disclose confidential or personal data; And
 - i. disclose memorandums or letters that are confidential by their nature.
- (2) Archive creators are obliged to maintain the confidentiality of closed archives as intended in paragraph (1) in accordance with the provisions of statutory regulations.
 - (3) The Archives Creator determines procedures based on minimum service standards and provides facilities for the benefit of Archives users.
 - (4) The archive creator as intended in paragraph (2) is subject to administrative sanctions in the form of a written warning.
 - (5) Administrative sanctions in the form of written warnings as intended in paragraph (4) are given a maximum of 2 (two) times with a maximum period of 14 (fourteen) working days each time.
 - (6) Administrative sanctions in the form of written warnings as intended in paragraph (5) contain orders to fulfill obligations as intended in paragraph (2).
 - (7) The imposition of administrative sanctions as intended in paragraph (4) to paragraph (6) is carried out through the Regent's Regional affairs in the field of Archives.

Paragraph 3

Dynamic Archive Maintenance

Article 20

- (1) Maintenance of Dynamic Archives as intended in Article 12 paragraph (2) letter c is carried out to maintain the authenticity, integrity, security and safety of Archives.
- (2) Dynamic Archives Maintenance includes Maintenance of Vital Archives, Active Archives and Inactive Archives, both those included in the Guarded Archives and General Archives categories.
- (3) Dynamic Archive maintenance is carried out via activity:
 - a. Active Archive Filing;
 - b. arrangement of Inactive Archives;
 - c. Archive storage; And
 - d. Archive Media Transfer.

Article 21

- (1) Maintenance of Active Archives as intended in Article 20 paragraph (2) is the responsibility of the Processing Unit leadership.
- (2) Maintenance of Active Archives as intended in Article 20 paragraph (2) is carried out through the following activities:
 - a. Filing; And
 - b. Archive storage.
- (3) Maintenance of Inactive Archives as intended in Article 20 paragraph (2) is the responsibility of the head of the Archives Unit.
- (4) Maintenance of Inactive Archives as intended in Article 20 paragraph (2) is carried out through the following activities:
 - a. arrangement; And
 - b. storage.

Article 22

- (1) Filing of Active Archives as intended in Article 20 paragraph (3) letter a is carried out on Archives that are created and received.
- (2) Filing of Active Archives as intended in paragraph (1) is carried out based on Archive classification.
- (3) Filing of Active Archives results in the organization of physical and Archive information as well as the compilation of an Active Archives List.
- (4) The Active Archives List as intended in paragraph (3) consists of:
 - a. file list; And
 - b. list of file contents.
- (5) The Processing Unit submits a List of Active Archives to the Archives Unit no later than 6 (six) months after the implementation of the activity.

Article 23

- (1) Arrangement of Inactive Archives as intended in Article 20 paragraph (3) letter b is carried out based on:
 - a. principle of origin; And
 - b. original regulatory principles.
- (2) Arrangement of Inactive Archives in the Archives Unit implemented through:
 - a. physical arrangement of Archives;
 - b. archival information processing; And
 - c. preparation of the Inactive Archives List.

- (3) The list of Inactive Archives contains at least:
- a. Archive Creator ;
 - b. Processing Unit;
 - c. archive number;
 - d. classification code;
 - e. description of archival information;
 - f. period;
 - g. amount; And
 - h. information.
- (4) Arranging Inactive Archives and creating a List of Inactive Archives is the responsibility of the head of the Archives Unit.

Article 24

- (1) Archive storage as intended in Article 20 paragraph (3) letter c is carried out on Active and Inactive Archives which have been compiled in the Archives List.
- (2) Active Archive Storage is the responsibility of the Processing Unit leadership.
- (3) Storage of Inactive Archives is the responsibility of the head of the Archives Unit.
- (4) Storage of Active and Inactive Archives as intended in paragraph (1) is carried out to guarantee the physical and information security of Archives during the Archives storage period based on the JRA.

Article 25

- (1) In the context of Dynamic Archive Maintenance as intended in Article 20 paragraph (3), Dynamic Archive Media Transfer can be carried out.
- (2) Dynamic Archive Media Transfer as intended in paragraph (1) is carried out in various forms and media in accordance with advances in information and communication technology.
- (3) The transfer of media as intended in paragraph (1) produces Dynamic Archives in electronic form and/or other media in accordance with the original.
- (4) Transferred archives remain stored for legal purposes.
- (5) The implementation of Dynamic Archives Media Transfer is carried out by making an official report accompanied by a List of Archives being transferred media.

- (6) Archives resulting from media transfer and printed results are valid evidence.
- (7) The Media Transfer as intended in paragraph (1) is authenticated by the head of the Archives Creator by providing a certain mark attached to, associated with, or related to the Archive resulting from the media transfer.

Article 26

- (1) Maintenance of Vital Archives is carried out by compiling Vital Records Program.
- (2) The Vital Archives Program as intended in paragraph (1) is implemented through the following activities:
 - a. identification;
 - b. protection and security; And
 - c. rescue and recovery.
- (3) Maintenance of Vital Archives as intended in paragraph (1) is the responsibility of the Processing Unit leadership.

Paragraph 4

Archive Shrinkage

Article 27

- (1) Depreciation of Archives as intended in Article 12 paragraph (2) letter d, is carried out by the Archive Creator based on the JRA.
- (2) The JRA as intended in paragraph (1) is determined by the Regent after obtaining approval from the Head of the National Archives of the Republic of Indonesia.
- (3) LKD carries out coordination of Archive Depreciation.

Article 28

Depreciation of Archives as intended in Article 26 paragraph (1) includes:

- a. transfer of Inactive Archives from the Processing Unit to the Archives Unit;
- b. the destruction of archives whose retention has expired and has no useful value is carried out in accordance with the provisions of statutory regulations; And
- c. submission of Static Archives by the Archive Creator to LKD.

Article 29

- (1) The transfer of Inactive Archives as intended in Article 27 letter a is carried out by taking into account the form and media of the Archives.
- (2) The transfer of Inactive Archives as intended in paragraph (1) is carried out through:
 - a. selection of Inactive Archives;
 - b. creating a List of Inactive Archives to be moved; And
 - c. arrangement of Inactive Archives to be moved.
- (3) The transfer of Inactive Archives as intended in paragraph (2) is the responsibility of the Processing Unit leadership.
- (4) The transfer of Inactive Archives as intended in paragraph (2) is carried out after passing Active Archive Retention.
- (5) The transfer of inactive archives as intended in paragraph (4) is carried out by signing the minutes and attaching a list of archives to be transferred.
- (6) The minutes and List of Inactive Archives transferred as intended in paragraph (5) are signed by the head of the Processing Unit and the head of the Archives Unit.

Article 30

Transfer of Inactive Archives within the Government environment Areas carried out include:

- a. the transfer of Inactive Archives which have a retention period of less than 10 (ten) years is carried out from the Processing Unit to the Archives Unit within the Regional Government work unit or Regional Government administrator; And
- b. Transfer of Inactive Archives which have a retention of at least 10 (ten) years is carried out from the Archives Creator within the Regional Apparatus or Regional Government administrator to the LKD.

Article 31

- (1) Destruction of archives as intended in Article 27 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 completion of a process case.
- (3) In the event that an Archive has not fulfilled all the provisions as intended in paragraph (2), its retention is determined by the leadership of the Archive Creator.

Article 32

- (1) Destruction of Archives within the Government
Regions that have a retention period of less than 10 (ten) years are determined by the leadership of the Regional Apparatus or Regional Government administrator after receiving:
 - a. written considerations from the Archives Appraisal Committee; And
 - b. written approval from the Regent.
- (2) Implementation of the destruction of archives within the Regional Government as intended in paragraph (1) is the responsibility of the Archives Unit in the Regional Apparatus or Government administrator Area.

Article 33

- (1) Destruction of Archives within the Government
Regions that have a minimum retention of 10 (ten) years are determined by the Regent after receiving:
 - a. written considerations from the Archives Appraisal Committee;
 - b. written approval from the Head of ANRI.
- (2) Implementation of the destruction of archives within the Regional Government as intended in paragraph (1) is the responsibility of the Regional Archives Institution.

Article 34

- (1) The Archive Creator submits the Static Archives as intended in Article 27 letter c to LKD.

- (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. permanent information according to JRA or value
To use.
- (3) Submission of Static Archives as intended in paragraph (1) is the responsibility of the leadership of the Archives Creator.

Part Four

Static Archive Management

Paragraph 1

General

Article 35

- (1) Management of Static Archives as intended in Article 12 paragraph (1) letter b is carried out by LKD.
- (2) Management of Static Archives as referred to in paragraph (1), includes:
 - a. Static Archive Acquisition;
 - b. Static Archive processing;
 - c. Static Archive Preservation; And
 - d. Static Archive Access.

Paragraph 2

Static Archive Acquisition

Article 36

- (1) LKD carries out Static Archive Acquisition as follows referred to in Article 35 paragraph (2) letter a from the Archives Creator.
- (2) Acquisition of Static Archives as intended in paragraph (1) includes Static Archives that have been verified directly or indirectly.
- (3) In carrying out the acquisition of static archives as intended in paragraph (1), LKD is obliged to make a DPA and announce it to the public.
- (4) Every person who owns or keeps Static Archives as intended in paragraph (3) is obliged to submit them to LKD based on the conditions stipulated in the DPA announcement.

- (5) LKD that violates the provisions as intended in paragraph (3) is subject to administrative sanctions in the form of a written warning.
- (6) Any person who violates the provisions as intended in paragraph (4) will be subject to administrative sanctions in the form of a written warning.
- (7) Administrative sanctions in the form of written warnings as intended in paragraph (5) and paragraph (6) are given a maximum of 2 (two) times with a maximum period of 14 (fourteen) working days each time.
- (8) Administrative sanctions in the form of written warnings as intended in paragraph (4) contain orders to fulfill obligations as intended in paragraph (3) and paragraph (4).
- (9) In the event that LKD and any person cannot fulfill the provisions as intended in paragraph (8), they will be subject to sanctions in accordance with the provisions of the statutory regulations.

Article 37

- (1) The implementation of the Static Archives Acquisition as intended in Article 35 paragraph (2) letter a must be stated in the handover minutes and the Static Archives List.
- (2) The official report on the handover of the Static Archives as intended in paragraph (1) is signed by the Head of LKD and the head of the Archives Creator, Individual or representative party.
- (3) The official report on the handover of the Static Archives as intended in paragraph (1) must contain at least:
 - a. handover time;
 - b. place;
 - c. number of Archives;
 - d. responsibilities and obligations of the parties; And
 - e. signature of the parties.
- (4) The List of Static Archives as intended in paragraph (1) is prepared by the Archive Creator as a minimum, containing:
 - a. Archive Creator;
 - b. Archive number;
 - c. classification code;
 - d. description of archive information;
 - e. period;
 - f. number of archives; And
 - g. information.

- (5) LKD and Archive Creators who violate the provisions as intended in paragraph (1) will be subject to administrative sanctions in the form of a written warning.
- (6) Administrative sanctions in the form of written warnings as intended in paragraph (5) are given a maximum of 2 (two) times with a maximum period of 14 (fourteen) working days each time.
- (7) Administrative sanctions in the form of written warnings as intended in paragraph (4) contain orders to fulfill obligations as intended in paragraph (1).
- (8) In the event that the LKD and the Archive Creator are unable to fulfill the provisions as intended in paragraph (7), they will be subject to sanctions in accordance with the provisions of the statutory regulations.

Paragraph 3

Static Archive Processing

Article 38

- (1) Static Archive Processing as intended in Article 35 paragraph (2) letter b, is carried out based on:
 - a. principle of origin;
 - b. original rule principles; And
 - c. Static Archive description standard.
- (2) Static Archive Processing is carried out through:
 - a. organizing Static Archive information;
 - b. physically arranging Static Archives; And
 - c. preparing a means of assisting Static Archives retrieval.
- (3) Static archive retrieval facilities as intended in paragraph (2) letter c include:
 - a. Static Archive List;
 - b. Archive inventory; and
 - c. *guide* Archives.
- (4) The List of Static Archives as intended in paragraph (3) contains at least:
 - a. Archive Creator;
 - b. Archive number;
 - c. classification code;
 - d. description of archive information;
 - e. period;
 - f. number of Archives; And
 - g. information.

Paragraph 4
Static Archive Preservation

Article 39

- (1) Preservation of Static Archives as intended in Article 35 paragraph (2) letter c is carried out in a preventive and curative manner.
- (2) Preserve Static Archives in a preventive manner performed with:
 - a. storage;
 - b. integrated pest management;
 - c. reproduction; And
 - d. disaster planning.
- (3) Preservation of Static Archives in a curative manner is carried out through Archive maintenance by paying attention to the integrity of the information contained in the Static Archives.

Article 40

- (1) The implementation of Static Archive Preservation through reproduction is carried out by transferring the media.
- (2) The transfer of media as intended in paragraph (1) is carried out by taking into account the physical condition and value of the information.
- (3) LKD creates an Archives Media Transfer policy.
- (4) Static archives resulting from media transfer are authenticated by LKD leadership.

Article 41

- (1) The transfer of static archive media as intended in Article 38 paragraph (1) is carried out by taking into account the condition of the archive and the value of the information.
- (2) Media Transfer as intended in paragraph (1) produces Static Archives in the form of electronic media and/or other media in accordance with the original.
- (3) Transferred archives remain stored for the purposes of archival preservation and services.
- (4) The implementation of Static Archive Media Transfer is carried out by making an official report accompanied by a List of Archives being transferred media.

- (5) Static Archive Media Transfer minutes must contain at least:
- a. execution time;
 - b. place of execution;
 - c. media type;
 - d. number of Archives;
 - e. information about archives being transferred;
 - f. information on the media transfer process carried out;
 - g. implementation; And
 - h. signed by the head of the institution

Record management.

Paragraph 5

Static Archive Access

Article 42

Access to Static Archives as intended in Article 35 paragraph (2) letter d is implemented in the context of utilization, utilization and public services.

Article 43

- (1) Access to Static Archives for the benefit of Archives users facilitated by LKD.
- (2) To facilitate Static Archive Access purposes, LKD provides infrastructure and facilities.
- (3) Archive Access Static implemented with considers:
 - a. principles of integrity, security and safety Static Archive; And
 - b. the nature of openness and closedness of Archives in accordance with statutory provisions.
- (4) Access to Static Archives can be done manually and/or electronically.

Article 44

- (1) In the case of access to Static Archives originating from the Archives Creator, there are certain requirements, access is carried out in accordance with the requirements of the Archives Creator who owns the Archives.
- (2) Certain requirements as referred to in paragraph (1), implemented in accordance with the provisions of statutory regulations.

Part Five
Authentication

Article 45

- (1) Static Archive Authentication is carried out on Static Archives as well as archives resulting from media transfer to guarantee the validity of the archives.
- (2) Authentication of archives resulting from media transfer as intended in paragraph (1) is carried out by providing a certain mark attached to, associated with or related to archives resulting from media transfer.
- (3) The head of the Archives institution determines the authenticity of the Static Archives as intended in paragraph (1) by making a statement letter.

CHAPTER VI

ARCHIVES SERVICES

Article 46

- (1) LKD carries out Archives services.
- (2) Types of Archives services as referred to in paragraph (1) include:
 - a. consultation and assistance;
 - b. research and search;
 - c. improving and organizing archives;
 - d. media duplication and transfer;
 - e. Archives lending;
 - f. Archive storage;
 - g. maintenance and reproduction of Archives;
 - h. Archive publications; And
 - i. Archives guidance and training.

CHAPTER VII

HUMAN RESOURCES

Article 47

- (1) The Regional Government provides human resources in the field of Archives, namely:
 - a. structural officials who have competence in the field of Archives;
 - b. Archivist; and/or
 - c. implementers who have competence and professionalism in the field of Archives.

- (2) Regional Government in providing human resources as intended in paragraph (1) through:
- a. appointment and/or placement of structural officials who have competence in the field of Archives;
 - b. appointment and/or placement of Archivists at LKD and Regional Apparatus;
 - c. appointment of civil servant archives management staff within the Regional Apparatus area; and/or
 - d. appointment of non-PNS Archives management staff who have competence and professionalism in the field of Archives in accordance with Regional needs and capabilities.

Article 48

- (1) The Regional Government is responsible for implementing the development of Archives human resources in the Region.
- (2) The development of human resources as intended in paragraph (1) is carried out through efforts:
- a. increasing managerial expertise and skills Archives for structural officials;
 - b. developing the competence and professionalism of archivists; And
 - c. coaching and training for archivists and non-archivists based on information technology.
- (3) Human resource development activities as referred to in paragraph (2) are carried out in synergy with the Central Government and/or Provincial government.

CHAPTER VIII

GUIDANCE AND SUPERVISION

Article 49

- (1) The Regional Government carries out guidance Archives for Regional Apparatus, BUMD, Other Institutions and the Community.
- (2) Archives Development as intended in paragraph (1), implemented through activities:
- a. preparation of Archives guidelines;
 - b. Archives socialization;
 - c. coordination of Archives Management; and/or

d. providing guidance, supervision and consultation
implementation of Archives.

(3) Archives development as intended in paragraph (1) is carried out by LKD.

Article 50

(1) The Regional Government carries out supervision
Organizing Archives at BUMD, Regional Apparatus and Other
Institutions.

(2) Archives supervision through monitoring activities,
evaluation, and reporting.

(3) The Regional Government in carrying out supervision as intended
in paragraph (1) is carried out by a Team.

(4) The team as intended in paragraph (3) is determined by a Regent's
Decree.

CHAPTER IX

COOPERATION

Article 51

(1) Regional Governments can collaborate in
Archives field with:

- | | | |
|--------------------------------------|------------|-----|
| a. Ministries/Ministry Institutions; | Government | Non |
| b. vertical agencies; | | |
| c. institutions or bodies abroad; | | |
| d. provincial government; | | |
| e. other district/city governments; | | |
| f. Educational institutions; | | |
| g. BUMN or BUMD; | | |
| h. Village Government; | | |
| i. Company; And | | |
| j. Individual. | | |

(2) Cooperation as referred to in paragraph (1) is carried out in
accordance with the provisions of statutory regulations.

CHAPTER X

COMMUNITY PARTICIPATION

Article 52

- (1) The community can play a role _____ and in the Administration of Archives includes the role of Political Organizations, Organizations, _____ Individual Organizations, Community business entities, Companies and Educational Institutions.
- (2) Community participation as intended in paragraph (1) can be realized within the scope of:
- a. management;
 - b. rescue;
 - c. Use of Archives;
 - d. provision of supporting resources;
 - e. implementation of education; and/or
 - f. training.
- (3) Community participation in providing supporting resources as intended in paragraph (2) is carried out by:
- a. raise and/or donate funds for Archives Management;
 - b. Carrying out Archives supervision in accordance with the provisions regulations; And
 - c. become a volunteer in managing and saving archives according to their competence.

CHAPTER XI

FUNDING

Article 53

- (1) Funding for the Implementation of Archives is charged on:
- a. Regional income and expenditure budget; And
 - b. other sources of income that are legal and non-binding in accordance with statutory provisions.
- (2) In addition to funding for Archives Implementation as intended in paragraph (1), the Regional Government can receive funding for Archives Implementation from the regional revenue and expenditure budget of Central Java Province and the state revenue and expenditure budget.

(3) Regional Apparatus, Village Government and BUMD can allocate funding for Archives Management.

CHAPTER XII

CLOSING

Article 54

When this Regional Regulation comes into force, all Regent Regulations relating to Archives that existed before this Regional Regulation was promulgated, are declared to still be valid as long as they do not conflict with this Regional Regulation.

Article 55

Implementing regulations for this Regional Regulation must be established no later than 1 (one) year from the promulgation of this Regional Regulation.

Article 56

This local regulation are applied at the date stated.

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

Set in Sukoharjo
on October 4, 2023
REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
on October 4, 2023
REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO
SUKOHARJO DISTRICT REGIONAL GAZETTE YEAR 2023 NUMBER 8

The copy corresponds to the original
HEAD OF LEGAL SECTION,

TEGUH PRAMONO, SH, MH
Level I Supervisor
NIP. 19710429 199803 1 003

EXPLANATION
ON
REGIONAL REGULATIONS OF SUKOHARJO DISTRICT
NUMBER 8 OF 2023
ABOUT
ARCHIVES ORGANIZATION

I. GENERAL

Archives are the identity of a nation which plays an important role in maintaining the sovereignty and integrity of the country, creating a great nation, as well as a just, prosperous and prosperous society in accordance with the goals of the Republic of Indonesia, so archives need to be saved as evidence of recording the administration of social, national and life. patriotic.

As a form of the Sukoharjo Regency Regional Government's efforts to ensure the availability of authentic, complete and trustworthy archives to support the realization of good and clean governance, as well as improving public services, as mandated in Law Number 43 of 2009 concerning

Archives, Archives Administration must be carried out in a comprehensive, integrated and sustainable Archives Administration system, in accordance with Archives principles, rules and standards.

Successful realization of Archives Implementation in the Region
This must also be supported by superior human resources. The Regional Government of Sukoharjo Regency, through the Regional Apparatus which carries out government affairs in the field of Archives, is obliged to carry out Archives development.

Guidance is intended so that each institution carries out Dynamic Archives management optimally based on guidelines,
so that Archive Access can be done correctly and in a relatively short time.

Archives are mandatory government affairs that are not related to basic services which are the authority of the Regional Government based on the provisions of Article 12 paragraph (2) letter r of Law Number 23 of 2014 concerning Regional Government as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation into Law, so that to provide direction, foundation and legal certainty in its implementation in Sukoharjo Regency, regulations in the form of Regional Regulations are needed.

The scope of this Regional Regulation includes: Regional Government authority, Archives Administration, Archives Organization, Archives management, Archives services, human resources, guidance and supervision, cooperation, community participation and funding.

II. ARTICLE BY ARTICLE

article 1

Quite clear.

Section 2

Letter a

What is meant by the principle of "legal certainty" is that the administration of archives is carried out on a legal basis and in line with statutory regulations, propriety and justice in state administration policies. This fulfills the application of the principle of supremacy of law which states that every state administration activity is based on applicable law.

Letter b

What is meant by the principle of "authenticity and trustworthiness" is that Archives Management must adhere to the principle of maintaining the authenticity and trustworthiness of Archives so that they can be used as evidence and accountability material.

Letter c

What is meant by the principle of "integrity" is that the Archives Organizer must maintain the completeness of the Archives and make efforts to reduce, add and change information and its physical form which could disrupt the authenticity and trustworthiness of the Archives.

Letter d

What is meant by the principle of "origin" is the principle that is carried out to keep Archives managed within one Archive Creator (*provenance*), not mixed with Archives originating from other Archive Creators, so that Archives can be attached to the context of their creators.

Letter e

What is meant by the principle of "original order" is the principle that is carried out to keep the Archives arranged 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.

Letter f

What is meant by the principle of "security and safety" is that the Archives Organizer must provide guarantees for the security of the Archives from possible leaks and misuse of information by unauthorized users, and the Organizer can guarantee the preservation of the Archives from threats of danger whether caused by nature or human actions ~~an actions~~ must

Letter g

What is meant by the principle of "professionalism" is that the administration of archives must be carried out by professional human resources who have competence in the field of archives.

Letter h

What is meant by the principle of "responsiveness" is that Archives organizers must be responsive to Archives problems and other problems related to Archives, especially if there is destruction, damage or loss of Archives.

Letter i

What is meant by the principle of "anticipation" is that the administration of archives must be based on anticipation or awareness of various changes and possible developments in the importance of archives for the life of the nation and state, the development of various changes in the administration of archives, including developments in technology, information, culture and state administration.

Letter j

What is meant by the principle of "participation" is that the administration of archives must provide space for community participation and involvement in the field of archives.

Letter k

What is meant by the principle of "accountability" is that the Archives Organizer must pay attention to the Archives as accountability material and must be able to reflect the activities and events recorded.

Letter i

What is meant by the principle of "benefit" is that the administration of archives must be able to provide benefits for the life of society, nation and state.

Letter m

What is meant by the principle of "accessibility" is that archives administration must be able to provide convenience, availability and affordability for the public to utilize archives.

Letter n

What is meant by the principle of "public interest" is that the administration of archives is carried out by taking into account the public interest and without discrimination.

Letter o

What is meant by the principle of "local wisdom" are values or views that are wise and of good value which are followed and believed by the people of Sukoharjo Regency.

Article 3

Quite clear.

Article 4

Quite clear.

Article 5

Quite clear.

Article 6

Quite clear.

Article 7

Quite clear.

Article 8

Quite clear.

Article 9

Quite clear.

Article 10

Quite clear.

Article 11

Quite clear.

Article 12

Quite clear.

Article 13

Quite clear.

Article 14

Quite clear.

Article 15

Quite clear.

Article 16

Quite clear.

Article 17

Paragraph (1)

Quite clear.

Paragraph (2)

What is meant by "authenticity" is genuineness, truth.

Paragraph (3)

Quite clear.

Paragraph (4)

Quite clear.

Paragraph (5)

Quite clear.

Article 18

Quite clear.

Article 19

Quite clear.

Article 20

Quite clear.

Article 21

Quite clear

Article 22

Quite clear.

Article 23

Quite clear.

Article 24

Quite clear.

Article 25

Quite clear.

Article 26

Quite clear.

Article 27

Quite clear.

Article 28

Quite clear.

Article 29

Quite clear.

Article 30

Quite clear.

Article 31

Quite clear.

Article 32

Quite clear.

Article 33

Quite clear.

Article 34

Quite clear.

Article 35

Quite clear.

Article 36

Quite clear.

Article 37

Quite clear.

Article 38

Paragraph (1)

Quite clear.

Paragraph (2)

Quite clear.

Paragraph (3)

letter a

What is meant by Static Archives List is a means of assisting in the discovery of Static Archives which contains information describing Static Archives, at least the Archive number; editorial form; concise content; creation period; level of development; number and condition of Archives.

letter b

What is meant by Archives inventory is a means of assisting in the retrieval of Static Archives which contains descriptions of information from the List of Static Archives which is accompanied by an introduction and attachments.

letter c

What is meant by a Static Archives *guide* is a means of assisting in the rediscovery of Static Archives which contains descriptions of information regarding the treasures of Static Archives stored in archival institutions and descriptions of information arranged thematically.

Article 39

Quite clear.

Article 40

Quite clear.

Article 41

Quite clear.

Article 42

Quite clear.

Article 43

Quite clear.

Article 44

Quite clear.

Article 45

Quite clear.

Article 46

Quite clear.

Article 47

Quite clear.

Article 48

Quite clear.

Article 49

Paragraph (1)

What is meant by Other Institutions are Village Government, Community Organizations and Companies.

Paragraph (2)

Quite clear

Paragraph (2)

Quite clear

Article 50

Paragraph (1)

What is meant by Other Institutions is Village Government, Community Organizations and Companies.

Paragraph (2)

Quite clear

Article 51

Quite clear.

Article 52

Quite clear.

Article 53

Quite clear.

Article 54

Quite clear.

Article 55

Quite clear.

Article 56

Quite clear.