



REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 42 OF 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that public bodies have the obligation to provide, provide, and/or publish Public Information in accordance with their authority to users of public information, other than information that is excluded under statutory regulations;

b. that in order to provide services in accordance with the provisions of laws and regulations, it is necessary to develop standards for providing public information services;

c. that based on the considerations as intended in letters a and b, it is necessary to establish a Regent's Regulation concerning Public Information Service Standards;

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 the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);

2. Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2008 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 4843) as amended by Law Number 19 of 2016 concerning Amendments to Law Number 11 of 2008 concerning Information and Electronic Transactions (State Gazette of the Republic of Indonesia of 2016 Number 251, Supplement to the State Gazette of the Republic of Indonesia Number 5952);

3. Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia of 2008 Number 61, Supplement to State Gazette of the Republic of Indonesia Number 4846); 4. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to State Gazette of the Republic of Indonesia Number 5038);
5. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 6 of 2023 concerning the Determination of Government Regulations in Lieu of Law Number 2 of 2022 concerning Job Creation into Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
6. Government Regulation Number 61 of 2010 concerning Implementation of Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia of 2010 Number 99, Supplement to the State Gazette of the Republic of Indonesia Number 5149);
7. Presidential Regulation Number 39 of 2019 concerning One Indonesian Data (State Gazette of the Republic of Indonesia of 2019 Number 112);

DECIDE:

Establish: REGENT REGULATION CONCERNING PUBLIC INFORMATION SERVICE STANDARDS.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of the Regional Government which leads government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The Regional People's Representative Council, hereinafter abbreviated as DPRD, is the Regional People's Representative Council of Sukoharjo Regency.

5. Regional Apparatus is the supporting element of the Regent and the Regional People's Representative Council in the implementation of Government Affairs which fall under the authority of the Region.
6. Regional Secretary is the Regional Secretary Sukoharjo Regency.
7. Regionally Owned Enterprises, hereinafter abbreviated to BUMD, are business entities whose capital is wholly or largely owned by the Regional Government.
8. The Central Java Provincial Information Commission, hereinafter referred to as the Provincial Information Commission, is an independent institution whose role is to resolve Public Information disputes through mediation and/or non-litigation adjudication in the Region.
9. Regional Revenue and Expenditure Budget, hereinafter abbreviated as APBD, is the annual financial plan of regional government which is discussed and approved jointly by the regional government and DPRD, and is determined by regional regulations.
10. Public Information Service Standards, hereinafter referred to as Service Standards, are measures used as guidelines in providing services, providing and delivering Public Information.
11. Information is information, statements, ideas and signs that contain value, meaning and messages, both data, facts and explanations that can be seen, heard and read, presented in various packages and formats in accordance with developments in information and communication technology electronically or non-electronically.
12. Electronic Information is one or a collection of electronic data, including but not limited to writing, sound, images, draft maps, photos, *Electronic Data Interchange*, electronic letters, telegrams, telex, telecopy or the like, letters, signs, numbers, codes Access, symbol, or perphrasation that has been processed that has meaning or can be understood by people who are able to understand it.
13. Public Information is information that is produced, stored, managed, sent and/or received by a public body relating to the administration and administration of the state and/or the administration and administration of other public bodies in accordance with statutory regulations as well as other information that related to the public interest.

14. Electronic Document is any Electronic Information created, forwarded, sent, received, or stored in analog, digital, electromagnetic, optical, or similar form, which can be seen, displayed, and/or heard via a computer or electronic system, including but not limited to writing, sound, images, maps, designs, photographs or the like, letters, signs, numbers, access codes, symbols or perforations that have meaning or meaning or can be understood by people who are able to understand them.
15. Information Technology is a technique for collecting, preparing, storing, process, announce, analyze, and/or disseminate Information.
16. Electronic System is a series of electronic devices and procedures that function to prepare, collect, process, analyze, store, display, announce, transmit and/or disseminate Electronic Information.
17. Public Bodies are executive, legislative and other bodies whose main functions and tasks are related to state administration, some or all of whose funds come from the State Revenue and Expenditure Budget and/or the State Budget.

Regional Revenue and Expenditure, or non-governmental organizations as long as some or all of the funds are sourced from the State Revenue and Expenditure Budget and/or Regional Revenue and Expenditure Budget, community donations, and/or abroad.
18. Information and Documentation Management Officer, hereinafter referred to as PPID, is an official responsible for storing, documenting, providing and/or providing information in public bodies.
19. The Information and Documentation Management Officer's superior, hereinafter referred to as the PPID Superior, is an official who is the PPID's direct superior who is held by the Secretary.
20. Person is an individual, group of people, legal entity, or Public Agency as intended in the Law on Openness of Public Information.
21. Personal Data is certain individual data that is stored, maintained and maintained as true and protected as confidential.

22. Persons with Disabilities are any person who experiences physical, intellectual, mental and/or sensory limitations for a long period of time who, in interacting with the environment, may experience obstacles and difficulties in participating fully and effectively with other citizens based on equal rights.
23. Data Guardian is a unit in central agencies and regional agencies that carries out activities for collecting, examining and managing data submitted by data producers, as well as disseminating data.
24. The One Data Indonesia Portal is a data sharing medium at the national level that can be accessed through the use of information and communication technology.
25. Data Interoperability is the ability of data to be shared between electronic systems that interact with each other.
26. Official Assistance is cooperation between Public Agencies to ensure the smooth administration of government and public services.
27. Public Information Applicant is an Indonesian citizen and/or legal entity who submits a request for Public Information.
28. Public Information Request is a request to obtain Public Information from a Public Agency.
29. Public Information Register is a record containing systematic information about all Public Information that is under the control of Public Bodies, but does not include information that is excluded.
30. Day is a working day.

Section 2

The scope of this Regent's Regulation includes:

- a. implementing Public Information services;
- b. Information;
- c. Service standards;
- d. official assistance; And
- e. reports and evaluations.

CHAPTER II

IMPLEMENTING PUBLIC INFORMATION SERVICES

Part One

Public Bodies

Paragraph 1

Category

Article 3

- (1) Public Bodies are Implementers of Information Services Public.
- (2) Public Bodies as intended in paragraph (1) consists of:
 - a. Local government;
 - b. DPRD;
 - c. other bodies whose main functions and duties are related to state administration, some or all of whose funds come from the APBD;
 - d. non-governmental organizations as long as some or all of their funds come from the APBD; And
 - e. BUMD.
- (3) Public Bodies in Regional Government as intended in paragraph (1) letter a consist of Regional Apparatus and/or Regional Hospitals as Special Organizational Units.
- (4) Public bodies in the DPRD as intended in paragraph (1) letter b, are implemented by DPRD Secretariat Officials in charge of Communication and Information.

Paragraph 2

Rights and obligations

Article 4

- (1) Public Bodies have the right to:
 - a. refuse to provide Public Information excluded by law;
 - b. refuse to provide Public Information if it does not comply with statutory provisions; And
 - c. obtain Public Information from other Public Bodies using the Official Assistance mechanism in administering government and public services.

- (2) Official Assistance as referred to in paragraph (1) letter c is carried out in accordance with the provisions of statutory regulations.

Article 5

- (1) Public Bodies are obliged to:
- a. provide, disclose and provide Public Information quickly and in a timely manner, at a low cost and in a simple manner, except information that is excluded;
 - b. provide Public Information that is accurate, true and not misleading;
 - c. build and develop systems for storing, documenting, providing and providing Public Information services;
 - d. make written considerations for every policy taken to fulfill everyone's right to Public Information; And
 - e. carry out tests regarding the consequences of excluded Public Information.
- (2) Implementation of Public Body obligations as intended in paragraph (1) consists of:
- a. establish service standards;
 - b. appoint and establish PPID;
 - c. establish and update the Information List Public;
 - d. providing public information service facilities and infrastructure with electronic and non-electronic systems;
 - e. sets standard costs for purchasing copies Public Information;
 - f. budget funding for storage, documentation, provision and service of Public Information in accordance with statutory provisions;
 - g. create and publish service reports Public Information;
 - h. submit a copy of the Public Information service report to the Regent through the Regional Apparatus which carries out government affairs in the field of communications and informatics; And
 - i. carry out monitoring, evaluation and guidance on the implementation of Public Information services in their agencies.
- (3) The implementation of the obligations of Public Bodies as intended in paragraph (1) must pay attention to the protection of Personal Data in accordance with the provisions of statutory regulations.

- (4) Implementation of the obligations of Public Bodies as referred to in paragraph (1) must pay attention to accessibility for Persons with Disabilities.
- (5) Accessibility for Persons with Disabilities as referred to in paragraph (4) is implemented in accordance with the provisions of statutory regulations.
- (6) Public Bodies that violate the provisions as intended in paragraph (1), paragraph (3), and paragraph (4) are subject to administrative sanctions in the form of a written warning.
- (7) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (6) consists of:
 - a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (8) The imposition of administrative sanctions as intended in paragraph (7) is carried out by the PPID superior.

The second part

Information and Documentation Management Institutions

Paragraph 1

Structure

Article 6

- (1) Information and documentation management institutions consist of:
 - a. PPID superior;
 - b. PPID;
 - c. Implementing PPID;
 - d. consideration team; and/or
 - e. Public Information service officer.
- (2) The PPID superior as referred to in paragraph (1) letter a is held by the highest structural official in the secretariat of the Public Agency or another official determined by the Public Agency.
- (3) PPID as referred to in paragraph (1) letter b is held by the Head of Regional Apparatus who carries out government affairs in the field of communications and information technology.

- (4) The Implementing PPID as intended in paragraph (1) letter c is held by a secretary or official appointed by the Head of Regional Apparatus at each Regional Apparatus.
- (5) The consideration team as intended in paragraph (1) letter d is appointed by the PPID superior taking into account competence in the fields of law, communication and/or Public Information services.
- (6) Information service officers as referred to in paragraph (1) letter e are appointed by PPID superiors taking into account knowledge in the field of Public Information management and/or services.
- (7) The institutional structure for managing information and documentation as intended in paragraph (1) is determined by a Regent's Decree.

Paragraph 2
Responsibility

Article 7

- (1) PPID superiors are responsible for building and developing a Public Information service system which includes:
 - a. storage process;
 - b. documentation;
 - c. provision;
 - d. Public Information services;
 - e. resolve objections to Public Information Requests; And
 - f. represent Public Bodies in the event of information disputes.
- (2) PPID is responsible for implementing Public Information services which include the process of storing, documenting, providing and serving Public Information in Public Bodies.
- (3) The Implementing PPID is responsible for assisting the implementation of Public Information services which include the process of storing, documenting, providing and serving Public Information in each work unit Regional Apparatus.
- (4) The Consideration Team is responsible for assisting in formulating written considerations, a List of Public Information, and excluded Information.
- (5) Public Information Service Officers are responsible responsible for preparing PPID requirements in the process:
 - a. storage;
 - b. documentation;

- c. provision; And
- d. Public Information services.

Paragraph 3

Duties and Authorities of PPID Superiors

Article 8

- (1) PPID superiors are tasked with:
 - a. appoint PPID and Implementing PPID;
 - b. formulate the direction of Public Information service policies in Public Agencies;
 - c. resolve objections to Requests Public Information;
 - d. represent Public Bodies in the dispute resolution process at the Information Commission and/or in Court; And
 - e. carry out guidance, supervision, evaluation and monitoring of the implementation of Public Information policies carried out by PPID and Implementing PPID.
- (2) In order to carry out the duties as intended in paragraph (1), PPID superiors have the authority to:
 - a. determine and appoint PPID and Implementing PPID;
 - b. determine the direction of Public Information service policies in Public Agencies;
 - c. provide responses to objections submitted by Public Information Applicants to be followed up by PPID;
 - d. appoint PPID to represent Public Bodies in the dispute resolution process at the Information Commission and/or in Court; And
 - e. determine strategies and methods for guidance, supervision, evaluation and monitoring of the implementation of Public Information policies carried out by the Implementing PPID, Functional Officials and/or Information Services Officer.

Paragraph 4

PPID Duties and Authorities

Article 9

- (1) PPID is tasked with:
 - a. develop and implement service policies Public Information;

- b. prepare service policy implementation reports
Public Information;
 - c. coordinating and consolidating the process of storing,
documenting, providing and serving Public Information;
 - d. coordinate and consolidate the collection of Public Information
documents from the Implementing PPID and/or Information
Services Officers at Public Agencies;
 - e. verify Public Information documents;
 - f. determine Public Information that can be accessed by the
public and is suitable for publication;
 - g. carry out tests about the above consequences
Public Information that will be excluded;
 - h. managing, maintaining and updating the Public Information
List;
 - i. provide Public Information effectively and efficiently so that it
is easily accessible to the public; And
 - j. carry out guidance, supervision, evaluation and monitoring of
the implementation of technical Public Information policies
carried out by Implementing PPID and/or Information
Services Officers.
- (2) In order to carry out the duties as intended in paragraph (1), PPID
has the authority to:
- a. establish Public Information service policies;
 - b. determine a report on the implementation of Public Information
service policies;
 - c. carry out coordination meetings and work meetings periodically
and/or according to needs in implementing Public Information
services;
 - d. request clarification from the Implementing PPID and/or
Information Services Officer in implementing Public
Information services;
 - e. determine and decide whether Public Information can be
accessed by the public or not based on testing the
consequences of the Public Information that will be excluded,
with the approval of the PPID Superior;
 - f. reject a request for public information by submitting written
considerations if the requested public information includes
information that is exempt or confidential, with the approval
of the PPID superior;
 - g. assign the Implementing PPID and/or Information Services
Officer to create, manage,
maintain, and/or update the Public Information List; And

- h. determine strategies and methods for guidance, supervision, evaluation and monitoring of the implementation of Public Information technical policies carried out by Implementing PPID and/or Information Services Officers.

Paragraph 5

Duties and Authorities of Implementing PPID

Article 10

- (1) The Implementing PPID is tasked with:
 - a. assist PPID in carrying out its responsibilities, duties and authority;
 - b. implement technical service policies Public Information that has been determined by PPID;
 - c. consolidate the storage, documentation process, provision service of Public Information;
 - d. collect Public Information documents from Information Services Officers at Public Agencies;
 - e. assist PPID in verifying Public Information documents;
 - f. help create, manage, maintain and update the Public Information Register; And
 - g. guarantee the availability of and acceleration services Public Information for easy access by the public.
- (2) In order to carry out the tasks as intended in paragraph (1), the Implementing PPID has the authority to:
 - a. request Public Information documents from Information Services Officers at Public Agencies;
 - b. request clarification from Information Services Officers at Public Agencies in implementing Public Information services; And
 - c. assign Information Services Officers to prepare documents to assist PPID in carrying out examination of the consequences of Public Information that will be excluded or making written considerations in the event that a Public Information is excluded or making written considerations in the event that a Public Information is excluded or a Request for Public Information is rejected.

CHAPTER III

INFORMATION

Part One

General

Article 11

- (1) Public Information that must be disclosed consists of:
 - a. Information that must be provided and announced periodically;
 - b. Information that must be announced immediately; and/or
 - c. Information that must be available at all times.
- (2) Public Information that cannot be provided by Public Bodies consist of:
 - a. Information that could harm the country;
 - b. Information relating to the interests of protecting business from unfair business competition;
 - c. Information relating to personal rights;
 - d. Information relating to secrets position;
 - e. The requested information has not been mastered or documented; and/or
 - f. Public Information that is exempt based on statutory provisions.
- (3) Public Information that is excluded based on the provisions of the law as intended in paragraph (2) letter f consists of:
 - a. Public Information which, if disclosed and given to the Public Information Applicant, could hamper the law enforcement process;
 - b. Public Information which, if disclosed and provided to the Public Information Applicant, could interfere with the interests of protecting intellectual property rights and protecting against unfair business competition;
 - c. Public Information which, if opened and given to the Public Information Applicant, could endanger national defense and security;
 - d. Public Information which, if opened and provided to the Public Information Applicant, can reveal Indonesia's natural wealth;
 - e. Public Information which, if disclosed and provided to Public Information Applicants, could harm national economic resilience;

- f. Public Information which if opened and Public Information provided to the Applicant may harm the interests of foreign relations;
 - g. Public Information which, if opened, can reveal the contents of authentic personal deeds and a person's last will or testament;
 - h. Public Information which, if opened and given to the Public Information Applicant, could reveal personal secrets; and/or
 - i. memorandums or letters between Public Agencies or intra Public Agencies, which by their nature are kept confidential except by decision of the Information Commission or court.
- (4) The information as intended in paragraph (1) is provided in the form of digital documents or non-digital documents.
- (5) Providing information in document form non-digital as intended in paragraph (4) does not apply to Electronic Information.
- (6) Provision of Information as intended in paragraph (4) and paragraph (5) must comply with Data Interoperability rules.
- (7) Information providers who violate the provisions as intended in paragraph (6) are subject to administrative sanctions in the form of a written warning.
- (8) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (7) consists of on:
- a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (9) The imposition of administrative sanctions as intended in paragraph (8) is carried out by the PPID superior.

The second part

Information that must be provided and made public
Periodically

Article 12

- (1) Every Public Body is obliged to periodically publish Public Information.

- (2) Public Information as intended in paragraph (1) consists of at least:
- a. Information about Public Agency profiles;
 - b. summary of information about programs and/or activities currently being carried out within the scope of the Public Agency;
 - c. summary of information about performance within the scope of Public Bodies;
 - d. summary of audited financial statements;
 - e. summary of Public Information access reports;
 - f. Information about regulations, decisions and/or policies that are binding and/or have an impact on the public issued by Public Bodies;
 - g. Information about procedures for obtaining Information Public;
 - h. Information about procedures for complaints of abuse of authority or violations by Public Bodies;
 - i. Information about procurement of goods and services;
 - j. Information about employment; And
 - k. Information about early warning procedures and emergency evacuation procedures at each Public Body office.
- (3) Public Bodies that violate the provisions as intended in paragraph (1) are subject to administrative sanctions in the form of a written warning.
- (4) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (3) consists of on:
- a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (5) The imposition of administrative sanctions as intended in paragraph (4) is carried out by the PPID superior.

Article 13

- (1) Information about the profile of the Public Agency as intended in Article 12 paragraph (2) letter a is a minimum consists of:
 - a. Information about position or domicile, complete address, scope of activities, aims and objectives, duties and functions of Public Bodies and offices of subordinate units;
 - b. the Agency's articles of association and bylaws Public;
 - c. organizational structure, general description of each work unit, brief profile of structural officials; And
 - d. a report on the assets of a State Official that has been examined, verified and sent by the Corruption Eradication Commission to a Public Agency for publication.

- (2) Summary of information about the program as intended in Article 12 paragraph (2) letter b at a minimum consists of:
 - a. name of program and activity;
 - b. person in charge, implementer of programs and activities as well as telephone number and/or address who can be contacted;
 - c. targets and/or achievements of programs and activities;
 - d. program and activity implementation schedule;
 - e. the program and activity budget includes source and quantity;
 - f. important agenda related to the implementation of the Agency's duties Public;
 - g. Other special information that is directly related with community rights;
 - h. Information regarding the recruitment of prospective employees and/or Regional Public Agency officials; And
 - i. Information about the acceptance of prospective students in Public Bodies that carry out educational activities for the public.

- (3) Summary of information about performance as intended in Article 12 paragraph (2) letter c in the form of a description of the realization of activities that have been or are currently being carried out and their achievements.

- (4) The summary financial report as intended in Article 12 paragraph (2) letter d consists of at least:
 - a. budget realization plans and reports;
 - b. balance sheet;
 - c. cash flow reports and/or notes to financial reports prepared in accordance with applicable accounting standards; And

- d. list of assets and investments.
- (5) The summary of the Public Information access report as intended in Article 12 paragraph (2) letter e consists of at least:
- a. number of Public Information Requests received;
 - b. the time required to fulfill each Public Information Request;
 - c. the number of Public Information Requests that were granted in part or in whole and the Public Information Requests that were rejected; And
 - d. reasons for rejecting Public Information Requests.
- (6) Information about binding regulations, decisions and/or policies as intended in Article 12 paragraph (2) letter f consists of at least:
- a. list of drafts and stages of formation of laws and regulations, decisions and/or policies that are currently in the process of being made; And
 - b. list of laws, regulations, decisions, and/or policies that have passed or stipulated.
- (7) Information about procedures for obtaining Public Information as intended in Article 12 paragraph (2) letter g consists of at least:
- a. procedures for obtaining Public Information; And
 - b. procedures for submitting objections and the process for resolving Public Information disputes along with the responsible parties who can be contacted.
- (8) Information on how to complain about abuse of authority or violations by Public Bodies as intended in Article 12 paragraph (2) letter h consists of:
- a. procedures for complaints about abuse of authority or violations by Public Body officials; And
 - b. procedures for complaints about abuse of authority or violations by parties who obtain permits or work agreements from Public Bodies concerned.
- (9) Information on the procurement of Government goods and services as intended in Article 12 paragraph (2) letter i consists of at least:
- a. planning stage, including the General Procurement Plan document;
 - b. selection stage, including:
 - 1. work terms of reference;

2. own estimated prices and history of self-estimated prices;
3. technical specifications;
4. draft contract;
5. provider requirements documents or qualification data sheets;
6. document requirements for the selection process or selection data sheet;
7. quantity and price list;
8. implementation schedule and work location data;
9. work design drawings;
10. feasibility study documents and environmental documents, including environmental impact analysis;
11. administrative offer documents;
12. provider offer letter;
13. valid certificate or license from the directorate general of intellectual property of the ministry of law and human rights;
14. minutes of providing explanations;
15. minutes of negotiation announcements;
16. minutes of rebuttal and refutation of the appeal;
17. minutes of provider determination or announcement;
18. report on provider selection results;
19. letter of appointment as provider of goods/services;
20. partnership agreement letter;
21. self-management agreement letter;
22. assignment letter or team formation letter
self-management; And
23. memorandum of understanding or *Memorandum of Understanding*.

c. implementation stage, including:

1. signed contract documents along with Contract Changes that do not contain excluded information;
2. a summary of the contract which at least includes information regarding the signing parties, names of directors and business owners, provider's address, taxpayer identification number, contract value, work details, work specifications, work location, work time, source of funds, type of contract , as well as a summary of contract changes.

3. work start order;
4. implementation guarantee letter;
5. advance payment guarantee letter;
6. maintenance guarantee letter;
7. bill of exchange;
8. *E-purchasing order letter*;
9. payment order;
10. warrant for disbursement of funds;
11. work implementation report;
12. work completion report;
13. minutes of inspection of work results;
14. minutes of temporary handover or *Provisional Hand Over*;
15. handover minutes or *Final Hand Over*.

- (10) Information about early warning procedures and emergency evacuation procedures in each office Public Bodies as intended in Article 12 paragraph (2) letter k consists of at least:
- a. observing disaster symptoms;
 - b. analysis of the results of observations of disaster symptoms;
 - c. decision making by authorized parties;
 - d. disaster warning;
 - e. taking action by the community;
 - f. evacuation location; And
 - g. implementation of rescue and evacuation.

Article 14

- (1) Public Information that must be provided and announced periodically by BUMD at least consists of:
- a. name and place of domicile, aims and objectives as well as type of business activities, period of establishment, and capital, as stated in the articles of association;
 - b. full names of shareholders, members of the board of directors and members of the board of commissioners of the company;
 - c. audited annual reports, financial reports, profit and loss balance sheets and corporate social responsibility reports;
 - d. assessment results by external auditors, credit rating agencies and other rating agencies;

- e. system and allocation of remuneration funds for members of the commissioners/supervisory board and directors;
 - f. mechanism for determining directors And commissioners/supervisory boards;
 - g. legal cases based on the Law are open as Public Information;
 - h. guidelines for implementing good corporate governance based on the principles of transparency, accountability, liability, independence and fairness;
 - i. announcement of the issuance of debt securities;
 - j. replacement of accountants who audit companies;
 - k. changes in the company's fiscal year;
 - l. government activities assignment and/or public service obligations or subsidies;
 - m. mechanism for procurement of goods and services; and/or
 - n. Other information determined by law relating to BUMD.
- (2) BUMDs that violate the provisions as intended in paragraph (1) are subject to administrative sanctions in the form of a written warning.
- (3) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (2) consists of:
- a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (4) The imposition of administrative sanctions as intended in paragraph (3) is carried out by the PPID superior.

Article 15

Public information that must be provided and announced periodically by political parties at a minimum consists of:

- a. principles and objectives;
- b. general programs and activities of political parties;
- c. name, address and management structure and changes thereto;

- d. management and use of funds sourced from the State Revenue and Expenditure Budget and/or APBD;
- e. party decision-making mechanisms;
- f. party decisions originating from the results of the congress/ congress/munas and/or other decisions which according to the party's articles of association and bylaws are open to the public; and/or
- g. Other information stipulated by law related to political parties.

Article 16

Periodic announcements as intended in Article 12, Article 14 and Article 15 are made at least once every 6 (six) months.

Part Three

Information that must be announced immediately

Article 17

- (1) Public Bodies are obliged to immediately announce information that could threaten the lives of many people and public order.
- (2) Information that could threaten the lives of many people and public order as intended in paragraph (1), includes:
 - a. Natural disaster information;
 - b. Information on non-natural disaster conditions;
 - c. Social disaster information;
 - d. Information about the type, distribution and areas that are sources of potentially infectious diseases;
 - e. Information about toxins in food consumed by the public; and/or
 - f. Information about planned disruptions to public utilities.

Article 18

- (1) Public bodies that have the authority to grant permits and/or enter into work agreements with other parties whose activities have the potential to threaten the lives of many people and public order are required to have standards for immediate information announcement.

- (2) Standards for immediate information announcement as intended in paragraph (1), include:
- a. potential danger and/or magnitude of impact can be caused;
 - b. parties who are potentially affected;
 - c. evacuation procedures and places if this occurs emergency state;
 - d. how to avoid dangers and/or impacts caused;
 - e. how to get help from the authorities;
 - f. parties who are obliged to publish information that could threaten people's lives and public order;
 - g. procedures for announcing information if an emergency occurs; And
 - h. efforts made by Public Bodies and/or authorized parties to prevent the dangers and/or impacts they cause.

Part Four

Information that must be available at all times

Article 19

- (1) Public Bodies are obliged to provide Public Information at any time which includes:
- a. Public Information List;
 - b. Information about regulations, decisions, and/or Public Agency policies;
 - c. Information about the organization, administration, personnel, and finance;
 - d. letters of agreement with third parties following supporting documents;
 - e. correspondence from the leadership or officials of Public Bodies in the context of carrying out their duties, functions and authority;
 - f. licensing requirements, permits issued and/or issued along with supporting documents, and reports on compliance with permits granted;
 - g. treasury or inventory data;
 - h. strategic plans and work plans of the Agency Public;
 - i. work unit leader's work agenda;

- j. Information regarding Information service activities Public;
 - k. number, type and general description of violations found in internal supervision as well as action report;
 - l. number, type and general description of violations reported by the public as well as reports of enforcement;
 - m. list and results of research conducted;
 - n. legal regulations that have been passed along with academic studies;
 - o. Information and policies conveyed by public officials in meetings that are open to the public;
 - p. Information that must be provided and announced periodically;
 - q. Other Public Information that has been declared open to the public based on objection and/or dispute resolution mechanisms; And
 - r. Information about Information announcement standards.
- (2) List of Public Information as referred to in paragraph (1) letter a at a minimum consists of:
- a. number;
 - b. summary of the contents of the Information;
 - c. the official or unit/work unit in control Information;
 - d. person responsible for creating or publishing Information;
 - e. time and place of creation of Information;
 - f. form of information available; And
 - g. archive storage or retention period.
- (3) Information about regulations, decisions and/or policies of Public Bodies as intended in paragraph (1) letter b consists of at least:
- a. supporting documents;
 - b. input from various parties regarding the regulations, decisions or policies formed;
 - c. minutes of meetings from the process of forming regulations, decisions or policies that are formed;
 - d. draft regulations, decisions or policies which is formed;
 - e. the stage of formulating regulations, decisions or policies that are formed; And

- f. regulations, decisions and/or policies that have been issued.
- (4) Organizational, administrative, personnel and financial information as intended in paragraph (1) letter c consists of at least:
- a. organizational, administrative, personnel and financial management guidelines;
 - b. complete profile of leaders and employees;
 - c. Public Agency budgets in general and budgets specifically for technical implementing units and their financial reports;
And
 - d. statistical data created and maintained by Public Bodies.
- (5) Provisions regarding the format of the Public Information List are listed in Appendix I which is an inseparable part of this Regent's Regulation.

Part Five

Excluded Information

Article 20

- (1) Excluded Public Information as intended in Article 11 paragraph (2) and paragraph (3) is strict and limited.
- (2) Excluded information as intended in paragraph (1) can be in the form of:
- a. all information in an information document
Public; or
 - b. Specific information in an Information document
Public.
- (3) Before declaring Public Information as exempt Information, PPID is obliged to carry out a consequence test based on the procedures as regulated in this Regent's Regulation.

CHAPTER IV

SERVICE STANDARDS

Part One

General

Article 21

- (1) Everyone has the right to obtain Public Information by viewing, knowing, and/or obtaining a copy of Public Information.

- (2) In fulfilling everyone's right to obtain Public Information as intended in paragraph (1), Public Bodies are obliged to prepare and determine Service Standards consisting of:
- a. announcement standards;
 - b. Public Information request standards;
 - c. standards for filing objections;
 - d. standards for establishing and updating the List Public Information;
 - e. Public Information documentation standards;
 - f. service announcement standards; And
 - g. consequence testing standards.
- (3) Standard Operational Procedures as intended in paragraph (2) must be announced and disseminated widely.

The second part Announcement Standards

Article 22

- (1) Public Bodies are obliged to publish Information as intended in Article 11 paragraph (1).
- (2) Announcement of Information as referred to in paragraph (1) is mandatory:
- a. use good Indonesian and Correct;
 - b. easy to understand; And
 - c. consider the use of language used by local residents.
- (3) The announcement as intended in paragraph (1) is disseminated through:
- a. Bulletin board;
 - b. PPID and/or Public Agency official website;
 - c. PPID and/or Public Agency social media;
 - d. One Data Indonesia Portal; and/or
 - e. Information technology based applications;
- (4) Announcement and dissemination of Public Information as intended in paragraph (3) must pay attention to accessibility for Persons with Disabilities.
- (5) Announcement and dissemination of Public Information as intended in paragraph (4) shall at least be equipped with *audio*, visual and/or *braille*.

Article 23

- (1) Public Bodies are prohibited from delaying announcing Information that must be announced immediately to the public.
- (2) Announcement of Information as referred to in paragraph (1) is mandatory:
 - a. announce that events that threaten the lives of many people are occurring;
 - b. announce information about emergency evacuation procedures to potentially affected parties; And
 - c. provide dissemination facilities and infrastructure
Emergency information.

Article 24

Public bodies that have the authority to grant permits and/or make agreements with third parties for activities that have the potential to threaten the lives of many people and public order are obliged to:

- a. announce potential events that threaten the lives of many people;
- b. announce emergency evacuation procedures to potentially affected parties; And
- c. provide facilities and infrastructure for disseminating emergency information.

Part Three

Information Request Standards

Article 25

- (1) Public Information Applicants can submit Public Information Requests to Public Bodies and/or through PPID.
- (2) Public Information Applicants are required to attach identification when submitting a Request for Public Information to a Public Agency via PPID in accordance with the provisions of statutory regulations.
- (3) Minimum individual applicant for Public Information
Attach a photocopy of your identity card or residence certificate from the local Population and Civil Registry Service.
- (4) Minimum Legal Entity Public Information Applicant
attach a photocopy of the deed of establishment of the legal entity that has been approved by the Ministry of Law and Human Rights.

- (5) Applicants from groups of people must attach a power of attorney and a photocopy of the identity card or residence certificate of the person giving the power of attorney.
- (6) Requests for Public Information as intended in paragraph (1) can be authorized by other parties who are competent before the law.
- (7) In the event that a Request for Public Information is authorized to another party as intended in paragraph (6), the Request for Public Information must be accompanied by a special power of attorney with sufficient stamping in accordance with statutory provisions.
- (8) Public Bodies are obliged to provide facilities and infrastructure for Public Information Requests taking into account accessibility for Persons with Disabilities.
- (9) Facilities and infrastructure for Requesting Public Information for Persons with Disabilities as intended in paragraph (8) are implemented in accordance with the provisions of statutory regulations.

Article 26

- (1) Requests for Public Information as intended in Article 25 paragraph (1) are submitted in writing via electronic and/or non-electronic media.
- (2) Requests for Public Information as intended in paragraph (1) are carried out by:
 - a. in writing by coming directly to the Public Agency;
or
 - b. written form sent via electronic mail.

Article 27

- (1) In the event that a Request for Public Information is submitted in writing by coming directly to the Public Body as intended in Article 26 paragraph (2) letter a, the Public Information Applicant must fill in the Public Information Request form.
- (2) If the Public Information Applicant has special needs, the Information Services Officer can assist them in filling out the Public Information Request form.
- (3) PPID provides a registration number after the Public Information Applicant fills in the Public Information Request form.
- (4) PPID keeps a copy of the Public Information Request form which has been given a registration number as proof of the Public Information Request.

- (5) The Public Information Request Form as intended in paragraph (1) must at least include:
- a. registration number filled in based on the number after the Public Information Request is registered;
 - b. full name of the individual or legal entity or their proxy;
 - c. population identification number according to the population identity card or legal entity legalization decision letter number from the Ministry of Law and Human Rights;
 - d. address;
 - e. telephone number/e-mail;
 - f. special power of attorney in the event that a Public Information Request is authorized to another party;
 - g. details of the information requested;
 - h. purpose of using the Information;
 - i. how to obtain information; And
 - j. how to send information.
- (6) Provisions regarding the format of the Request for Public Information form are listed in Appendix II which is an inseparable part of this Regent's Regulation.

Article 28

- (1) In the event that a Request for Public Information is submitted via electronic mail as intended in Article 26 paragraph (2) letter b, Public Information Applicants must include at least:
- a. full name of the individual or legal entity or his/her proxy;
 - b. population identification number according to the population identity card or legal entity legalization decision letter number from the Ministry of Law and Human Rights;
 - c. address;
 - d. telephone number/e-mail;
 - e. special power of attorney in the case of Information Requests
The public is empowered by other parties;
 - f. details of the information requested;
 - g. the purpose of using the Information;
 - h. how to obtain information; And
 - i. how to send Information;
- (2) PPID provides a registration number to the Public Information Applicant after receiving the request by sending it via electronic mail.

Article 29

- (1) In the event that the Applicant has submitted a Public Information Request to a Public Body, PPID records the Public Information Request in the Public Information Request register book.
- (2) PPID checks the completeness of Public Information Requests no later than 7 (seven) days after the Public Information Request has been recorded in the Public Information Request register book.
- (3) PPID delivers written notification to the Public Information Applicant no later than 10 (ten) days since the Public Information Request is declared complete.
- (4) The written notification as intended in paragraph (3) contains:
 - a. The requested Public Information is under his control or not;
 - b. statement of the Public Body that controls the requested Information in the event that the Information is not under its control;
 - c. accept or reject Public Information Requests accompanied by reasons;
 - d. available forms of Public Information;
 - e. fees and payment methods to get a copy of the requested Public Information;
 - f. time required to provide Information Public requested;
 - g. explanation of the blackout/obscuration of requested information, if any;
 - h. Public Information requests are granted in part or in full; And
 - i. explanation if information cannot be provided because it has not been mastered or has not been documented.
- (5) Provisions regarding the format of written notification are listed in Appendix III which is an inseparable part of this Regent's Regulation.

Article 30

- (1) Minimum Public Information Request register book load:
 - a. Public Information Request registration number;
 - b. date of Public Information Request;
 - c. full name of the individual or legal entity or their proxy;

- d. population identification number according to the population identity card or legal entity legalization decision letter number from the Ministry of Law and Human Rights;
 - e. address;
 - f. telephone number/e-mail;
 - g. special power of attorney in the case of Information Requests
The public is empowered by other parties.
 - h. details of the information requested;
 - i. the purpose of using the Information;
 - j. Information status;
 - k. mastered Information format;
 - l. request type;
 - m. reasons for rejection in the event that a Public Information request is rejected;
 - n. day and date of written notification and provision of information;
And
 - o. fees and payment methods to get
Public Information requested.
- (2) Provisions regarding the format of the Public Information Request register book as intended in paragraph (1) are listed in Appendix IV which is an inseparable part of this Regent's Regulation.

Article 31

- (1) In the event that the Request for Public Information does not meet the requirements as intended in Article 25, Article 27 and Article 28, the Request for Public Information is declared incomplete.
- (2) In the event that the Request for Public Information is declared incomplete, PPID issues an incomplete statement to be submitted to the Public Information Applicant.
- (3) Applicants can submit revised Public Information Requests within a maximum period of 7 (seven) days after the Public Information Applicant receives the incomplete certificate.
- (4) In the event that the Public Information Applicant does not submit improvements to the submitted Public Information Request, the PPID shall provide a note in the Request register book without following up on the ~~submitted Public Information Request~~ submitted Public Information Request.
- (5) Provisions regarding the format of incomplete certificates as referred to in paragraph (2) are listed in Appendix V which is an inseparable part of this Regent's Regulation.

Article 32

- (1) In the event that a Request for Public Information is rejected, PPID is obliged to provide written notification stating the reasons for the rejection.
- (2) In the event that a request for public information is rejected based on information exception reasons, PPID is obliged to provide written notification and be accompanied by a decision letter for information exceptions as intended in this Regent's Regulation.
- (3) The written notification as intended in paragraph (1) is submitted no later than 10 (ten) days after the Request for Public Information is received.

Article 33

- (1) If the Request for Public Information is granted, PPID provides access for the Public Information Requester to see and find out the required Public Information in an adequate place.
- (2) If the Public Information Applicant requests a copy of the Public Information as intended in paragraph (1), PPID shall provide a copy of the required Public Information in the form of a digital document or non-digital document.
- (3) Public Information Applicants who request a copy of Public Information are required to:
 - a. fill out the form requesting a copy of Public Information;
And
 - b. pay or reimburse the cost of copies of Public Information if needed.

Article 34

- (1) PPID notifies the time extension accompanied by written reasons to the Information Applicant
Public, in the event that PPID has not:
 - a. control or document the requested Public Information; and/or
 - b. can decide the status of the information requested.
- (2) The extension as intended in paragraph (1) is carried out no later than 7 (seven) days after the written notification period and cannot be extended further.

Article 35

- (1) Public Bodies determine Information cost standards in Public Information Requests.

- (2) Determination of cost standards as intended in paragraph (1) is based on:
 - a. principle to relieve the Information Requester Public;
 - b. consideration of generally accepted cost standards in Area;
 - c. input from the community; And
 - d. the provisions of the legislation.
- (3) Determination of Public Information cost standards as follows referred to in paragraph (1) consists of:
 - a. Public Information copying costs; and/or
 - b. Public Information delivery costs;
- (4) The standard costs for obtaining copies of Public Information as intended in paragraph (1) are determined in accordance with the provisions of statutory regulations.

Article 36

- (1) Public Bodies determine fees and procedures payment for obtaining Public Information.
- (2) Public Bodies are required to announce the costs and payment procedures for obtaining Public Information as intended in paragraph (1).
- (3) Payment as intended in paragraph (1) is possible carried out by:
 - a. cash;
 - b. sent to the official account of the Public Agency; or
 - c. electronic money.
- (4) Public Bodies are required to provide proof of receipt of payment as intended in paragraph (3) letter a.

Part Four

Standards for Filing Objections

Article 37

- (1) Public Information Applicants have the right to submit objections if the following reasons are found:
 - a. rejection based on Information Exclusion reasons Public;
 - b. not providing regular information;
 - c. non-response to Public Information Requests;

- d. Requests for Public Information were not responded to as requested;
 - e. failure to grant requests for Public Information;
 - f. imposition of unreasonable fees; and/or
 - g. submission of Public Information that exceeds the time stipulated in this Regent's Regulation.
- (2) Submission of objections as intended in paragraph (1) is addressed to the PPID Superior.
 - (3) Submission of objections as intended in paragraph (1) can be authorized by another party who is competent before the law.
 - (4) In the event that the submission of an objection is authorized by another party as intended in paragraph (3), the submission of the objection must be accompanied by a special power of attorney with sufficient stamp duty in accordance with statutory provisions.

Article 38

- (1) Objections as intended in Article 37 paragraph (1) are submitted in writing via electronic and/or non-electronic media.
- (2) Submission of objections as intended in paragraph (1) is carried out by:
 - a. in writing by coming directly to the Public Agency;
or
 - b. written form sent via electronic mail.

Article 39

- (1) In the event that an objection is submitted in writing by coming directly to the Public Body as intended in Article 38 paragraph (2) letter a, the Public Information Applicant must fill out an objection form.
- (2) If the Public Information Applicant has special needs, the Information Services Officer can assist in filling out the objection form.
- (3) PPID is required to provide an objection registration number after the Public Information Applicant fills in the objection form.
- (4) PPID is obliged to keep a copy of the objection form which has been given a registration number as proof of submitting the objection.
- (5) Objection form as intended in paragraph (2)
Minimum load:
 - a. objection filing registration number;
 - b. Public Information Request registration number;
 - c. purpose of use of Public Information;

- d. complete identity of the Public Information Applicant submit objections or their proxies;
 - e. reasons for submitting objections;
 - f. time for providing responses to objections filled in by the Information Services Officer;
 - g. name and signature of the Public Information Applicant submitting the objection or their proxy; And
 - h. name and signature of the Information Services officer who received the objection submission.
- (6) PPID is obliged to provide proof of receipt of the objection to the Public Information Applicant or his/her proxy.
- (7) Provisions regarding the format of the objection form as intended in paragraph (5) are contained in Appendix VI which is an inseparable part of this Regent's Regulation.
- (8) PPIDs who violate the provisions as intended in paragraph (3), paragraph (4) and paragraph (6) are subject to administrative sanctions in the form of a written warning.
- (9) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (8) consists of: a. First warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended
in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7
(seven) days.
- (10) Imposition of administrative sanctions as intended in paragraph (9) is implemented by PPID superiors.

Article 40

- (1) In the event that objections are submitted via electronic mail as intended in Article 38 paragraph (2) letter b, Public Information Applicants must include at least:
- a. Public Information Request registration number;
 - b. purpose of use of Public Information;
 - c. identity Complete Applicant Information
The public who submits objections or their proxies;
 - d. reasons for submitting objections; And
 - e. name and signature of the Public Information Applicant submitting the objection or their proxy.

- (2) After receiving an objection, the PPID who receives the objection submits the time for providing a response to the objection and affixes the name and signature on the objection form.
- (3) After receiving the objection as intended in paragraph (2), PPID is obliged to provide an objection registration number to the Public Information Applicant by sending it via electronic mail to the Public Information Applicant.
- (4) PPIDs who violate the provisions as intended in paragraph (3) are subject to administrative sanctions in the form of a written warning.
- (5) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (4) consists of: a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (6) Imposition of administrative sanctions as intended in paragraph (5) is implemented by PPID superiors.

Article 41

- (1) PPID is obliged to record objection submissions in the register object.
- (2) Objection register as intended in paragraph (1)
Minimum load:
 - a. objection filing registration number;
 - b. date of receipt of the objection;
 - c. complete identity of the Public Information Applicant submitting the objection and/or their proxy;
 - d. Public Information Request registration number;
 - e. Public Information requested;
 - f. the purpose of using the Information;
 - g. reasons for submitting objections;
 - h. reasons for refusal/granting; And
 - i. day and date of submission of responses to objections;
- (3) Provisions regarding the objection registration format as intended in paragraph (1) are contained in Appendix VII which is an inseparable part of this Regent's Regulation.

- (4) PPIDs who violate the provisions as intended in paragraph (1) are subject to administrative sanctions in the form of a written warning.
- (5) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (4) consists of: a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (6) Imposition of administrative sanctions as intended in paragraph (5) is implemented by PPID superiors.

Article 42

- (1) PPID superiors are required to provide a written response to the Public Information Applicant who submits the objection or their proxy at the latest 30 (thirty) days after the objection is recorded in the objection register.
- (2) Written response as intended in paragraph (1) Minimum load:
 - a. date of preparation of response letter to objection;
 - b. number of response letters to objections; And
 - c. description of the objection to the reasons for the application object.
- (3) In the event that the PPID superior refuses to provide information based on reasons of exception to Public Information, he is obliged to include a decision letter for the exception of Information.

Part Five

Standards for Determining and Updating Lists Public Information

Article 43

- (1) Implementing PPID can be assisted by Information Services Officers in collecting Public Information from all work units and/or work units in Public Agencies.
- (2) The Implementing PPID prepares a proposed List of Public Information based on Public Information that has been collected from all work units and/or work units in the Public Agency as intended in paragraph (1).

- (3) The Implementing PPID submits the proposed List of Public Information as intended in paragraph (2) to the PPID.
- (4) PPID carries out a review and classification of the proposed Public Information List as intended in paragraph (3).
- (5) PPID determines the List of Public Information as intended in paragraph (4) in the form of a Decision.
- (6) Determination of the Public Information List as intended in paragraph (5) is based on the approval of the PPID Superior.
- (7) The Public Information List is updated no later than 6 (once every six months).

Part Six
Public Information Documentation Standards

Article 44

- (1) All Public Information contained in the Public Information List as intended in Article 43 stored and documented in the form of digital documents and non-digital documents and fulfills Data Interoperability rules.
- (2) Documentation in the form of non-digital documents as intended in paragraph (1) does not apply to Electronic Information.
- (3) To fulfill the Data Interoperability rules as intended in paragraph (1), the data contained in Public Information must at least meet the following requirements:
 - a. consistent in syntax/form, structure/scheme/ presentation composition, and readability semantics/articulation;
And
 - b. saved in an open, readable format
Electronic Systems.
- (4) Fulfillment of Data Interoperability rules as referred to in paragraph (1) and paragraph (2) in accordance with statutory provisions.
- (5) PPID coordinate and storage documents Public Information as intended in paragraph (1) with all work units and/or work units in Public Bodies that control Public Information.

Part Seven
Standards for Public Information Services

Article 45

- (1) Public Bodies are obliged to prepare and determine a service announcement which is a statement of the organizer's ability to carry it out service in accordance with the provisions of good service standards.
- (2) The service standard provisions stipulated in the service announcement contain at least:
- a. legal basis;
 - b. service systems, mechanisms and procedures;
 - c. settlement period;
 - d. fees/tariffs;
 - e. service guarantee which provides certainty that services are carried out in accordance with service standards; And
 - f. evaluation of implementer performance.

Article 46

- (1) Public Bodies are obliged to publish announcements services as intended in Article 45.
- (2) Announcement of service announcements as follows referred to in paragraph (1) must:
- a. use good and correct Indonesian;
 - b. easy to understand;
 - c. consider the use of language used by local residents.
- (3) The announcement as intended in paragraph (1) is disseminated through:
- a. Bulletin board;
 - b. official website (Website) of PPID and/or Public Agency;
 - c. PPID and/or Public Agency social media; and/or
 - d. Information technology based applications.
- (4) Announcement and dissemination of service announcements as referred to in paragraph (3) must pay attention to accessibility for Persons with Disabilities.
- (5) Announcement and dissemination of service announcements as intended in paragraph (4) must at least be equipped with *audio*, *visual* and/or *braille*.

- (6) PPIDs who violate the provisions as intended in paragraph (1) and paragraph (2) are subject to administrative sanctions in the form of a written warning.
- (7) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (6) consists of: d. first warning letter, with a period of 7 (seven) days; e. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and f. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (8) Imposition of administrative sanctions as intended in paragraph (7) is implemented by PPID superiors.

Part Eight
Consequence Testing Standards

Paragraph 1
Stages and Procedures for Testing Consequences
Article 47

- (1) Consequence testing can be carried out:
 - a. prior to a Public Information Request;
 - b. at the time of a Public Information Request; or
 - c. when resolving Public Information disputes on the orders of the Board of Commissioners.
- (2) Consequence testing as intended in paragraph (1) is carried out with the following provisions:
 - a. identify Public Information documents which contain Information to be excluded;
 - b. record the information that will be excluded clear and bright;
 - c. analyze the laws that are used as the basis for exceptions; And
 - d. analyze and consider based on propriety, decency, public interest and/or other measures stipulated in statutory regulations regarding the consequences that arise if information is disclosed.
- (3) Provisions regarding the format of the consequence test sheet as intended in paragraph (2) are listed in Appendix VIII which is an inseparable part of this Regent's Regulation.
- (4) Public Information that is excluded through consequence testing is determined in the form of a Determination on Classification of Excluded Information.

- (5) Determination regarding the Classification of Excluded Information (4) must contain at least:
 - a. identity of the PPID official who determines;
 - b. Public Bodies, including work units and/or units work of officials who determine;
 - c. clear and clear description of the information excluded;
 - d. reason for exclusion;
 - e. exclusion period; And
 - f. place and date of determination.
- (6) Reason for exception as intended in paragraph (5) letter d contains at least:
 - a. the law that is used as the basis for the exception;
And
 - b. consequence analysis.
- (7) Provisions regarding the format for Determination regarding Clarification of Excluded Information as intended in paragraph (5) are listed in Appendix IX which is an inseparable part of this Regent's Regulation.

Paragraph 2

Providing and Retaining Exempt Information

Article 48

- (1) In the event that all Information in a Public Information document is declared as exempt Information, PPID is prohibited from opening and providing a copy of it to the public.
- (2) In the event that certain information in a Public Information document is declared as excluded Information, PPID blacks out or obscures the excluded Information material in the copy of the Public Information document that will be opened and provided to the public.
- (3) PPID is prohibited from using the exclusion of part of the Information in a copy of a Public Information document as a reason to exclude public access to the entire copy of a Public Information document.
- (4) PPID is obliged to maintain confidentiality, manage and store excluded Public Information documents in accordance with statutory provisions.
- (5) PPIDs who violate the provisions as intended in paragraph (1), paragraph (3) and paragraph (4) are subject to administrative sanctions in the form of a written warning.

- (6) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (5) consists of: g. first warning letter, with a period of 7 (seven) days; h. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and i. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (7) Imposition of administrative sanctions as intended in paragraph (6) is implemented by PPID superiors.

Paragraph 3

Exclusion Period

Article 49

- (1) The exclusion period for Public Information which, if opened and given to the Public Information Applicant, could hamper the law enforcement process is set at a maximum of 30 (thirty) years.
- (2) The exclusion period as intended in paragraph (1) is excluded if the Public Information has been disclosed in a court hearing that is open to the public.
- (3) The exclusion period for Public Information which, if opened and given to the Public Information Applicant, could interfere with the interests of protecting intellectual property rights and protection from unfair business competition is determined in accordance with the provisions of statutory regulations.
- (4) The period for exclusion of Public Information which, if disclosed and given to the Public Information Applicant, could endanger national defense and security, reveal Indonesia's natural wealth, harm national economic resilience, and harm the interests of foreign relations is determined as long as the required period.
- (5) Determination of the required time period as intended in paragraph (4) is determined by the head of the Public Body concerned by taking into account the provisions of statutory regulations.
- (6) The exclusion period for Public Information which, if opened, can reveal the contents of authentic personal deeds and a person's last will or testament is determined based on the provisions of statutory regulations.

- (7) The exclusion period for Public Information which, if opened and given to the Public Information Applicant, could reveal a person's personal secrets is determined as long as the period required to protect a person's personal secrets.
- (8) Public Information as intended in paragraph (6) and paragraph (7) can be opened if:
 - a. the party whose secret is revealed provides written consent; and/or
 - b. disclosure relating to a person's position in public office in accordance with statutory provisions.
- (9) The period for exceptions to memoranda or letters between Public Agencies or intra Public Agencies relating to excluded Information is determined based on the provisions of statutory regulations.

Article 50

- (1) PPID determines which information is excluded the exclusion period for Public Information has expired no later than 30 (thirty) days before the expiry of the exclusion period.
- (2) In the event that PPID does not carry out the determination as intended in paragraph (1), the excluded information becomes Public Information at the end of the exclusion period.
- (3) Excluded information that is declared open based on decisions of the Information Commission and courts that have legal force must still be made available and accessible to everyone.
- (4) Excluded information that is declared open as intended in paragraph (3) is included in the Public Information List.

Paragraph 4

Changing the Status of Excluded Information

Article 51

- (1) PPID can change the status of Information which is excluded.
- (2) Changes to the status of excluded Information as intended in paragraph (1) are carried out based on examination of the consequences and approval from the leadership of the Public Agency.
- (3) Provisions regarding procedures for testing consequences as intended in Article 47 apply mutatis mutandis to changes in the status of excluded Information.

- (4) Provisions regarding the format of the Consequence Test Sheet for Changing the Classification of Excluded Information as intended in paragraph (3) are listed in Appendix X which is an inseparable part of this Regent's Regulation.
- (5) Changes in the status of excluded Information through testing the consequences as intended in paragraph (2) are determined in the form of a decision letter on Changes in the Status of Excluded Information.
- (6) Provisions regarding the format of the decision letter for Changing the Classification of Excluded Information as intended in paragraph (5) are listed in Appendix XI which is an inseparable part of this Regent's Regulation.

CHAPTER V

OFFICIAL ASSISTANCE

Part One

Conditions for Official Assistance

Article 52

- (1) Public Bodies can provide official assistance in the field of Public Information services to other Public Bodies who request it on condition that:
 - a. actions taken by Public Bodies cannot be implemented without obtaining Information from other Public Bodies;
 - b. administration of government by a public body cannot be carried out without obtaining information from other public bodies; and/
or
 - c. The implementation of public services by a Public Body cannot be carried out without obtaining information from other Public Bodies.
- (2) If the conditions as intended in paragraph (1) are not met, the Public Agency may refuse to provide official assistance in the field of Public Information services.
- (3) In the event of an emergency, Public Bodies are obliged to provide official assistance in the field of Public Information services without having to fulfill the requirements as intended in paragraph (1).

The second part
Procedures for Implementing Official Assistance

Article 53

- (1) Official Assistance as intended in Article 52 is carried out by sharing information between Public Bodies.
- (2) Information sharing between Public Bodies as intended in paragraph (1) is carried out with the following provisions:
 - a. request directly to the intended Public Agency; or
 - b. access the One Data Indonesia Portal.
- (3) In the event that information sharing between Public Bodies is carried out by requesting it directly from the intended Public Bodies as intended in paragraph (2) letter a, the PPID of the Public Bodies requesting the Information coordinates with the PPID of the destination Public Bodies.
- (4) In the event that information sharing between Public Agencies is carried out by accessing the One Data Indonesia Portal as intended in paragraph (2) letter b, the PPID of the Public Agency requesting the Information coordinates with the Data Guardian both at the central agency and at the regional agency.
- (5) Provisions regarding procedures for sharing information as intended in paragraph (2) are implemented in accordance with the provisions of statutory regulations.

CHAPTER VI

REPORT AND EVALUATION

Part One

Public Information Service Report

Article 54

- (1) Public Bodies are required to prepare and provide a Public Information Services report no later than 3 (three) months after the end of the budget implementation year.
- (2) The report as intended in paragraph (1) is part of Public Information which must be available at all times.
- (3) Copy of the report as intended in paragraph (1) submitted to the Information Commission.
- (4) The report as intended in paragraph (1), minimum consists of:
 - a. general description of Public Information Services policy;

- b. general description of the implementation of Information Services Public;
 - c. details of Public Information services;
 - d. details of dispute resolution Public Information if
There is;
 - e. external and internal obstacles in implementation Public Information Services; And
 - f. recommendations and follow-up plans to improve the quality of Public Information Services.
- (5) Public Bodies that violate the provisions as intended in paragraph (2) are subject to administrative sanctions in the form of a written warning.
- (6) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (5) consists of: a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.
- (7) The imposition of administrative sanctions as intended in paragraph (6) is carried out by the PPID superior.

Article 55

- (1) General description of the implementation of Public Information Services as intended in Article 54 paragraph (4) letter b, including a description of:
- a. Public Information Service facilities and infrastructure owned and their conditions;
 - b. human resources who handle Public Information Services and their qualifications; And
 - c. Public Information Service budget and reports on its use.
- (2) Details of Public Information Services as intended in Article 54 paragraph (4) letter c, including a description of:
- a. number of Public Information Requests;
 - b. the time required to fulfill each Public Information Request with a certain classification;
 - c. the number of Public Information Requests that were granted in part or in whole; And
 - d. number of rejected Public Information Requests along with the reasons.

- (3) Details of Public Information dispute resolution as intended in Article 54 paragraph (4) letter d, include, among other things:
- a. number of objections received;
 - b. response to objections given and their implementation;
 - c. number of requests for dispute resolution to the authorized Information Commission;
 - d. mediation results and/or adjudication decisions of the competent Information Commission and their implementation by Public Bodies;
 - e. number of lawsuits filed in court; And
 - f. the results of court decisions and their implementation by Public Bodies.

Article 56

The report as intended in Article 54 paragraph (1), is made in the form of:

- a. summary of the general description of implementation Public Information Services; And
- b. a complete report that is a complete picture implementation of Public Information Services.

The second part

Monitoring and Evaluation

Article 57

- (1) PPID is obliged to evaluate the implementation of Public Information disclosure in Public Bodies.
- (2) The evaluation as intended in paragraph (1) is carried out 1 (one) time a year.
- (3) In order to increase the openness of Public Information, PPID collaborates with the Provincial Information Commission in organizing Public Information Openness Awards in the Regions.
- (4) PPIDs who violate the provisions as intended in paragraph (1) are subject to administrative sanctions in the form of a written warning.
- (5) The imposition of administrative sanctions in the form of written warnings as intended in paragraph (4) consists of: a. first warning letter, with a period of 7 (seven) days; b. if the first warning letter as intended in letter a is not heeded, a second warning letter will be given, with a period of 7 (seven) days; and c. If the second warning letter as intended in letter b is not heeded, a third warning letter will be given, with a period of 7 (seven) days.

- (6) Imposition of administrative sanctions as intended in paragraph (5) is implemented by PPID superiors.

Article 58

- (1) PPID provides an Electronic System of digitally integrated reports and evaluations (*online*).
- (2) Public Bodies can utilize data and information from the Electronic System as intended in paragraph (1).
- (3) The electronic report and evaluation system as intended in paragraph (1) and paragraph (2) is implemented in accordance with the provisions of statutory regulations.

CHAPTER VII

FINANCING

Article 59

- (1) The budget for the implementation of Public Information Services is sourced from the APBD.
- (2) Apart from being sourced from the APBD as intended in paragraph (1), the implementation of Public Information Services can come from other sources that are legal and non-binding in accordance with the provisions of statutory regulations.

CHAPTER VIII

TRANSITIONAL PROVISIONS

Article 60

When this Regent's Regulation comes into force, Public Information Requests which are still in the process of being served, will still be processed based on the previous Regent's Regulation.

CHAPTER IX

CLOSING

Article 61

When this Regulation comes into force, Regent Regulation Number 8 of 2018 concerning Guidelines for Management of Information and Documentation Services in the Sukoharjo Regency Government Environment (Sukoharjo Regency Regional Gazette of 2018 Number 8) as amended by Regent Regulation Number 67 of 2020 concerning Amendments to Regent Regulations Number 8 of 2018 concerning Guidelines for Management of Information and Documentation Services within the Sukoharjo Regency Government (Regional News of Sukoharjo Regency 2020

Number 67), revoked and declared invalid.

Article 62

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

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

Set in Sukoharjo on October
9 2023

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on
October 9 2023

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2023 NUMBER 44

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 42 OF 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

PUBLIC INFORMATION LIST

No	Summary of Information Content	Official/Unit/ Satker who Control Information	Responsibility Manufacturing or Publishing Information	Time and Place Making Information	Form Information that Available	Time period Storage or Attention files

REMARKS: *This format is a manual Information List format. Public bodies can develop it in other formats, for example computerized, which must remain accessible to the public and include the elements contained in this format.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 42 OF 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

PUBLIC INFORMATION REQUEST FORM FORMAT
(DOUBLE)



[public body name and address, telephone number, fax, email (if any)]

PUBLIC INFORMATION REQUEST FORM

Name :

Address :

Work :
:

Telephone Number/E-mail :

Details Information required :

[add paper if necessary] :

How to Obtain : 1. Viewing/Reading/Listening
 2. Obtain a copy of the information

How to Obtain a Copy of the Information**:
 1. Taking
 2. Kuri
 3. Po
 4. Facsimile
 5. Email

.....[place]

Information Services Officer
(Recipient)

Applicant

(.....)

Name and Signature

(.....)

Name and Signature

Information:

* Filled in by the officer based on the registration number
Public Information request

** Select one by ticking (y)

Behind the Information Request Form
Printed the following information:

Information Applicant's Rights

Based on Law Number 14 of 2008 concerning
Openness of Public Information

I. The Information Applicant has the right to request all information held by the Public Agency except
(a) information that is disclosed

and provided to the applicant the information can: Be obstructive
law enforcement process; Disturbing protection interests
intellectual property rights and protection from unfair business competition; Endangering the
defense and security of the State; Revealing Indonesia's natural wealth; Harm

national economic resilience; Harmful to the interests of the relationship
overseas; Revealing the contents of authentic deeds that are personal and
a person's last will or testament; Revealing personal secrets; Memorandums or letters between
Public Agencies or intra Public Agencies which are kept confidential except by decision of the
Information Commission or Court; Information that

may not be disclosed under the law. (b) Body
The public may also not provide any information yet
mastered or documented.

II. MAKE SURE YOU RECEIVE PROOF OF THE INFORMATION REQUEST IN THE FORM OF A
REGISTRATION NUMBER TO THE OFFICER

INFORMATION/PPID. If there is no proof of request for information
given, ask the information officer why,
Maybe your request for information is incomplete.

III. Information applicants have the right to receive written notification regarding whether or not the
information request has been received within 10 (ten) working days of receipt

request for information by a Public Body. Public Bodies can
extend the time for providing a written answer 1 x 7 working days, in the event that: the information
requested has not been controlled/documented/it cannot be decided whether

the requested information includes excluded information
or not.

IV. The fee charged for requests for copies of information based on a decision letter from the Head of
a Public Body is (fill in
in accordance with the decision letter of the Head of the Public Body)

.....
.....
.....

V. If the Information Requester is not satisfied with the Public Agency's decision (for example: rejecting
your request or providing only part of what was requested), then the information requestor can
submit an objection to PPID superiors within 30

(thirty) working days from the request for information
rejected/found other reasons for objection. PPID superiors are required to provide written
responses to objections submitted by Information Applicants no later than 30 (thirty) working days
from the receipt/recording of the objection submission in the register.

object.

VI. If the Information Applicant is not satisfied with the decision of the PPID Superior, then the information applicant can submit an objection to the Information Commission within 14 (fourteen) working days of the Public Information Applicant receiving the PPID superior's decision.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX III
 SUKOHARJO REGENCY REGULATIONS
 YEAR NUMBER 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

WRITTEN NOTICE OF PUBLIC INFORMATION REQUEST

BP logo

[public body name and address, telephone number,
 fax, email (if applicable)]

Based on requests for information on... month year
 with registration number*....., We convey to you:

Name :
 Address :
 No. Phone/Email :

Notice as follows:

A. Information Can Be Provided

No.	Related matters Public Information	Information
1.	Mastery Information Public**	<ul style="list-style-type: none"> ÿ Us ÿ Other Public Bodies, namely...
2.	Physical form available**	<ul style="list-style-type: none"> ÿ <i>Softcopy</i> (recording included). ÿ <i>Hardcopy</i>/ written copy.
3.	Costs needed***	ÿ Copying Rp. ... x)(number of sheets) = Rp.
		ÿ Delivery Rp.
		ÿ Others Rp.
		Amount Rp.
4.	Provision time days	
5.	Explanation of blacking/blurring of requested information**** (add paper if necessary)	

B. Information cannot be provided because:**

- ÿ The requested information has not been mastered
 - ÿ The requested information has not been documented
- Provision of information that has not been documented is carried out
 in a period of.....*****

.....(place),(date/month/year)

Information and Documentation Management Officer
 (PPID)

Information:

(*.....) Name & Signature Fill in

** according to the number registration on the application form.

Select one by ticking (y).

*** Copying costs (photocopy or diskette) and/or fees
delivery (especially courier and post) in accordance with
predetermined cost standards.

**** If there is blackout of information in a document, then
given the reason for the blackening.

***** Filled with a clear description of the time required to provide the requested
information.

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX IV
 SUKOHARJO REGENCY REGULATIONS
 YEAR NUMBER 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

PUBLIC INFORMATION REQUEST REGISTER*

NO	Date	Name	Address	Number Contact	Work	Information Which Requested	Objective Use Information	Information Status		Form Information Which Mastered		Application Type		Decision	Reason Rejection	Day and date		Cost & Method Payment	
								Under Mastery	Not yet Documented	Soft- copy	Hard- copy	Seeing/Knowing	Request Copy			Announcement Written	Giving Information	Cost of	Method

INFORMATION:

- Number : fill in the Public Information application registration number.
- Date : Fill in the date the application was received.
- Name : Fill in the name of the applicant.
- Address : Fill in the complete and clear address of the Information Applicant to facilitate delivery of public information requested.
- Contact Number : Fill in the contact number (telephone/fax number/cell phone/email of the Public Information Applicant).
- Work : filled in about the job of the Public Information Applicant.
- Requested Information : Fill in the detailed information requested.
- Purpose of Use of Information : fill in the purpose/reason for the request and use of the information.
- Information Status : filled in by ticking (y). If not under control, write another Public Agency that controls it if known, according to the contents in the written notification form.
- Form of Information Mastered: filled in by ticking (y).
- Application Type : filled in by ticking (y).
- Decision : filled in according to the contents of the decision in the written notification.
- Reasons for Rejection : filled in the reasons for rejection by PPID superiors.

Day and date

: filled in about:

a. The day and date of submission of written notification as intended in Article 22 of Law no. 14/2008 concerning Openness of Public Information and this Regulation. Notification time written also indicates the time for rejection of information if the application is rejected. In other words, In the event that a request for public information is rejected, this written notification is the same as rejection.

b. Day and date of providing information to Public Information Applicants.

Fees & Payment Methods

: fill in the costs required as well as the details and the method of payment to be made.

*This format is a manual Public Information Request Register format. Public Bodies can develop it in other formats, for example computerized by fulfilling the elements contained in this format

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX V
SUKOHARJO REGENCY REGULATIONS
YEAR NUMBER 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

PPID DECISION LETTER FORMAT
CONCERNING REFUSAL OF PUBLIC INFORMATION REQUESTS

Logos
Body
public

[public body name and address, telephone number, fax,
email (if any)]

PPID DECISION LETTER CONCERNING REJECTION OF THE REQUEST

No. Registration: *

Name :
Address :
Telephone number/email :

Details of information required:

PPID decides that the information requested is:

EXCLUDED INFORMATION

Information Exclusion is based on reasons:

- Article 17 Letter Public Information Openness Law **
- Article ... Law ***

Whereas based on the articles above, disclosing this information could result in the following consequences:

.....
.....

Thus stating that:

REQUEST FOR INFORMATION DENIED

If the Information Requester objects to this rejection then the Applicant Information can be submitted to PPID superiors no later than 30 (thirty) working days after receiving this Decree

.....(Place),date, month and year) ****]

Information and Documentation Management Officer (PPID)

(.....)
Name & Signature

Information:

*

Filled in by the officer based on the Information request registration number Public.

**

Completed by PPID in accordance with the exceptions in Article 17 letters a – i of the Law KIP.

In accordance with Article 17 letter j of the KIP Law, filled in by PPID in accordance with exception articles in other laws that exclude the requested information (mention the article and law).

Filled in by the officer taking into account the time limit written notification as regulated in the KIP Law and Regulations This.

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX VI
SUKOHARJO REGENCY REGULATIONS
YEAR NUMBER 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

OBJECTION FORM FORMAT
(DOUBLE)



[public body name and address, telephone number, fax, email (if any)]

STATEMENT OF OBJECTION TO THE REQUEST
PUBLIC INFORMATION

A. INFORMATION ON THE OBJECTOR

Objection Registration Number	:	_____ (to be filled in by officer) *
Request Registration Number:		_____
Information	:	_____
Purpose of Use of Information	:	_____
Applicant's Identity	:	_____
Name	:	_____
Address	:	_____
Work	:	_____
Phone number	:	_____
Identity of Applicant's Power of Attorney**		
Name	:	_____
Address	:	_____
Phone number	:	_____

B. REASONS FOR SUBMITTING OBJECTION***

- a. Request for Information rejected
- b. Periodic information is not provided
- c. Requests for information were not responded to
- d. Requests for information were not responded to appropriately requested
- e. Requests for information were not fulfilled
- f. The fees charged are unreasonable
- g. Information is submitted beyond the specified time period

C. POSITION CASE (add paper if necessary)

D. DAY/DATE OF RESPONSE TO OBJECTIONS

GIVEN: [date], [month], [year][to be filled in by the officer]****

Thus I convey this objection, for your attention and response, I thank you.

.....(place),.....[date], [month], [year]*****

Know, *****

Information Officer
(Objection Recipient)

Objector

(.....)
Name & Signature

(.....)
Name & Signature

INFORMATION

- * The objection filing register number is filled in based on the objection filing register book
- ** The identity of the applicant's proxy is filled in if there is a proxy for the applicant and attach a Power of Attorney.
- *** In accordance with Article 35 of the KIP Law, selected by the complainant accordingly with the reasons for the objection raised
- **** Fill in in accordance with the time period provisions in the KIP Law
- ***** Date is filled in with the date the objection was received, namely since the objection is declared complete in accordance with the objection submission register book.
- ***** If an objection is submitted directly, the objection form is also signed by the officer who received the objection

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX VII
 SUKOHARJO REGENCY REGULATIONS
 YEAR NUMBER 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

OBJECTION REGISTER

No.	Date	Name	Address	Number	Contact	Job jaan	No. Registration Request Information	Information requested	Objective Use information	Reason for Submission Object (Ps 35 paragraph (1) UU KIP)						Decision Superior PPID	Day and Date Reporting On Object	Name And Position Superior PPID	Response Applicant Information
										a*	b*	c*	d*	e*	f*				

Information:
No.

: Fill in the objection registration number.

: Fill in the date the objection was received.

Date Name

: Fill in the name of the Public Information Applicant submitting the objection and/or their proxy

Address

: Fill in the complete and clear address of the Information Applicant.

Job Contact

: Fill in the contact number (telephone/fax number/cell phone/email of the Public Information Applicant.

Number

: filled in about the job of the Public Information Applicant.

No. Request Registration

: Fill in the registration number on the information request form. In case of objection for reasons information that is not published periodically, then this column does not need to be filled in.

Information

Information requested

: filled in with the requested information.

Purpose of use of information: Reason for
submitting an objection

: Fill in the purpose/reason for requesting and using the information.

: Fill in by ticking (y) according to the reason used to submit the objection

(Article 35 paragraph (1) of the KIP Law)

as stated in Article 35 paragraph (1) of the Public Information Openness Law:

a. Rejection of requests for information based on exception reasons as referred to in
Article 17 Law on Openness of Public Information.

- b. Periodic information is not provided.
- c. No response to requests for information.
- d. Requests for information were not responded to as requested.
- e. Failure to fulfill requests for information.
- f. Imposition of unreasonable fees.
- g. Submission of information that exceeds the time period regulated in the Openness Law Public Information.

PPID Superior Decision : filled with decisions taken by PPID superiors.
Day and Date of Giving : Fill in the day and date of providing a response to the objection.
response to Objections
Name and Position of PPID Supervisor: Fill in the officials who will provide responses in accordance with the authority available to them
Public Agency SPO or Official appointed to represent PPID superiors
Information Applicant Response: filled with the Public Information Applicant's response to the PPID Superior's Decision.

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX VIII
 SUKOHARJO REGENCY REGULATIONS
 YEAR NUMBER 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

CONSEQUENCES TESTING SHEET

NUMBER YEAR ...

Today,.....date.....month.....year.....located in.....Consequence Testing has been carried out on

Public Information as stated in the table below:

Information (contains specific information to be excluded)	Legal basis Exception Information	Consequences/Considerations for the Public (contains a description of the consequences/considerations)		Time Period (mentioned time period)
		Opened	Closed	

That the Consequence Test as mentioned in the table above is carried out by:

No	Name	Position	Work unit	TTD
1.				
2.				
3. Etc				

Thus, this Consequence Test is made carefully and with great care.

Approve

TTD + Stamp/CapPPID/Public Agency

(Leader of Public Agency)

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX IX
SUKOHARJO REGENCY REGULATIONS
YEAR NUMBER 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

FORMAT FOR DETERMINING THE CLASSIFICATION OF INFORMATION
EXCLUDED

DETERMINATION
INFORMATION AND MANAGEMENT OFFICER
DOCUMENTATION

(Written Name of Public Body)

NUMBER....YEAR....

ABOUT

CLASSIFICATION OF EXCLUDED INFORMATION

- Weigh : a. that Public Information is open and accessible accessed by every Public Information User.
- b. that Exempt Public Information is of a nature strict and limited;
- c. that to fulfill the rights of each applicant Public Information: Public bodies are required to create written consideration of each policy taken;
- d. that based on considerations as follows referred to in letters a, b and c, it is necessary to determine an Official Determination Information and Documentation Management about Classification of Excluded Information;
- 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 the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
 2. Law Number 14 of 2008 concerning Openness of Public Information (State Gazette Republic of Indonesia Year 2008 Number 61, Supplement to the State Gazette of the Republic of Indonesia Number 4846);

- 3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 6 of 2023 concerning the Determination of Government Regulations in Lieu of Law Number 2 of 2022 concerning Job Creation into Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
- 4. Government Regulation Number 61 of 2010 concerning the Implementation of Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia 2010 Number 99, Supplement to the State Gazette of the Republic Indonesia Number 5149);
- 5. Information Commission Regulation Number 1 of 2017 concerning Classification of Public Information (News Republic of Indonesia Year... Number..., Supplement to the State News of the Republic of Indonesia Number...);
- 6. Etc.....

DECIDE:

- Set :
- FIRST : Classification of Excluded Information as follows contained in this Attachment constitutes Information the Excluded.
- SECOND : Consequence Test Sheet Number..... Year listed in the Attachment to this Determination.

Set in Sukoharjo on date

Information and Documentation Management Officer

TTD + PPID/Public Agency Stamp/Stamp

(.....Name)

REGENT SUKOHARJO,

signed

ETIK SURYANI

APPENDIX
 SUKOHARJO REGENCY REGULATIONS
 YEAR NUMBER 2023
 ABOUT
 PUBLIC INFORMATION SERVICE STANDARDS

TESTING SHEET CONSEQUENCES OF CHANGING THE CLASSIFICATION OF EXCLUDED INFORMATION NUMBER ... YEAR ...

On this day, date month year located at Classification changes have been made regarding Excluded Information as stated in the table below:

Information that Excluded	Legal Basis for Exceptions		Consequences/Considerations for the Public <i>(contains a description of the consequences/considerations)</i>			Time period <i>(mentioned term time)</i>
	Beginning	Alteration	Previous Considerations		Consideration Alteration	
			Opened	Closed	Closed	

That Testing the Consequences of Changing the Classification of Excluded Information is as mentioned in the table above done by:

No	Name	Position	Work unit	TTD
1				
2				
3. Etc				

Thus, the Consequence Test for Changing the Classification of Excluded Information is made carefully and with great care.

Approve

TTD + PPID/Public Agency Stamp/Stamp

(Leader of Public Agency)

REGENT SUKOHARJO,

signed

ETIK SURYANI

ANNEX XI
SUKOHARJO REGENCY REGULATION NUMBER
YEAR 2023
ABOUT
PUBLIC INFORMATION SERVICE STANDARDS

FORMAT FOR CHANGING THE CLASSIFICATION OF EXCLUDED INFORMATION

DETERMINATION

INFORMATION AND DOCUMENTATION MANAGEMENT OFFICER

(Written Name of Public Body)

NUMBER.... YEAR....

ABOUT

CHANGE IN CLASSIFICATION OF EXCLUDED INFORMATION

REGARDING THE DETERMINATION OF PPID NUMBER..... YEAR.....ABOUT

CLASSIFICATION OF EXCLUDED INFORMATION

Weigh

: a. that Public Information is open and

can be accessed by every Information User
Public.

b. that Excluded Public Information
strict and limited.

c. that regarding Excluded Information

based on the Determination of the Managing Officer
Information and Documentation Number.....

Year....., legal basis above

exclusion of certain necessary information

changes are made.

d. that based on considerations

as intended in letters a, b,

and letter c, it is necessary to stipulate a Determination

Classification Change

Information that

Excluded.

- Remember :
1. Law Number 13 of 1950 concerning Formation of inner Regency Areas Environment of Central Java Province as has been amended by Law Number 9 1965 concerning Regional Formation Level II Bar by amending the Law Law No. 13 of 1950 concerning Formation of inner Regency Areas Environment of Central Java Province (Gazette State of 1965 Number 52, Supplement State Gazette Number 2757);
 2. Law Number 14 of 2008 concerning Openness of Public Information (State Gazette Republic of Indonesia Year 2008 Number 61, Supplement to the State Gazette of the Republic Indonesia Number 4846);
 3. Law Number 23 of 2014 concerning Regional Government (State Gazette Republic of Indonesia Year 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia No. 5587) as amended the last few times with the Act Number 6 of 2023 concerning Determination Government Regulations in Lieu of Laws Law Number 2 of 2022 concerning Copyright Work becomes Law (Gazette Republic of Indonesia 2023 Number 41, Supplement to the State Gazette of the Republic Indonesia Number 6856);
 4. Government Regulation Number 61 of 2010 concerning the Implementation of Law Number 14 2008 concerning Information Openness Public (State Gazette of the Republic of Indonesia 2010 Number 99, Additional Gazette Republic of Indonesia Number 5149);
 5. Information Commission Regulation Number 1 of the Year 2017 concerning Classification of Public Information (State Gazette of the Republic of Indonesia 2021 Number 741);
 6. Etc.....

DECIDE:

Set :

FIRST : Change Classification Information Which
Excluded from Determination of PPID Number.....
Year..... About the Classification of Information Yang
Excluded as stated in
attachment This is information
Excluded.

SECOND : Test Sheet Consequences of Changes
Classification of Excluded Information Number
The year stated in the attachment to the Determination
This.

Set in Sukoharjo
on

Information Management Officer
and Documentation
TTD + PPID/Agency Stamp/Stamp
Public

(.....Name.....)

REGENT SUKOHARJO,

signed

ETIK SURYANI