

REGULATION OF THE NATIONAL ARCHIVES
OF THE REPUBLIC OF INDONESIA
NUMBER 2 OF 2024
ON
ORGANIZATION AND WORKPROCEDURES
OF THE NATIONAL ARCHIVES OF THE REPUBLIC OF INDONESIA
BY THE BLESSINGS OF ALMIGHTY GOD

HEAD OF THE NATIONAL ARCHIVES OF THE REPUBLIC OF INDONESIA,

- Considering : a. that in order to create a more proportional, effective and efficient organization to improve the performance of the National Archives of the Republic of Indonesia, it is necessary to make changes to the organization and work procedures of the National Archives of the Republic of Indonesia as regulated in Regulation of the National Archives of the Republic of Indonesia Number 6 of 2022 on Organization and Work Procedures of the National Archives of the Republic of Indonesia since it is no longer available to the legal developments and organizational needs;
- b. that amendment to the organization and work procedures of the National Archives of the Republic of Indonesia as referred to in point a has obtained a written approval by the minister administering government affairs in the field of state apparatus through the letter number B/1387/M.KT.01/2023 on 14 November 2023;
- c. that in order to implement the provisions of Article 43 of Presidential Regulation Number 23 of 2023 on the National Archives of the Republic of Indonesia, it is necessary to establish the implementation of the duties, functions, organizational structure and work procedures of the National Archives of the Republic of Indonesia;
- d. that based on the considerations as referred to in point a, point b, and point c, it is necessary to issue Regulation of the National Archives of the Republic of Indonesia on Organization and Work Procedures of the National Archives of the Republic of Indonesia;

- Observing : 1. Law Number 43 of 2009 on Records and Archives Administration (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);
2. Government Regulation Number 28 of 2012 on Implementation of Law Number 43 of 2009 on Records and Archives Administration (State Gazette of the Republic of Indonesia of 2012 Number 53, Supplement to the State Gazette of the Republic of Indonesia Number 5286);
3. Presidential Regulation Number 23 of 2023 on the National Archives of the Republic of Indonesia (State Gazette of the Republic of Indonesia of 2023 Number 52);

HAS DECIDED:

TO ISSUE : REGULATION OF THE NATIONAL ARCHIVES OF THE REPUBLIC OF INDONESIA ON ORGANIZATION AND WORK PROCEDURES OF THE NATIONAL ARCHIVES OF THE REPUBLIC OF INDONESIA.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Regulation of the National Archives of the Republic of Indonesia:

1. National Archives of the Republic of Indonesia (*Arsip Nasional Republik Indonesia*) hereinafter abbreviated as ANRI means a records and archives institution in the form of a non-ministerial government institution which carries out the government's tasks in administering archives, located in the state capital.
2. Records and Archives Administration means any matters relating to records and archives.
3. Records/Archives mean documentary of activities or events in a variety of forms and media in accordance with the development of information and communication technology created and received by state institutions, local governments, educational institutions, companies, political organizations, community organizations, and individuals as a part of the community, nation, and state.
4. Minister means the minister administering government affairs in the field of state apparatus.

CHAPTER II POSITION, DUTIES, AND FUNCTIONS

Article 2

- (1) ANRI is under and responsible to the President of the Republic of Indonesia through the Minister.
- (2) ANRI is led by a Head.

Article 3

ANRI has duties to implement the government duties of Records and Archives Administrations accordance with the provisions of legislation.

Article 4

In carrying out the duties as referred to in Article 3, ANRI has the following functions:

- a. formulation and establishment of national policies in the field of Records and Archives;
- b. implementation of the national policies on Records and Archives Administration;
- c. formulation and establishment of norms, standards, procedures, and criteria in the field of records and archives administrations;
- d. provision of technical guidance and supervision in the field of records and archives administration;
- e. coordination of the implementation of duties, supervision, and provision of administrative support to all organizational elements within ANRI;
- f. management of state property under the responsibility of ANRI;
- g. supervision of the implementation of duties within ANRI; and
- h. implementation of substantive support to all organizational elements within ANRI.

CHAPTER III ORGANIZATIONAL STRUCTURE

Article 5

- (1) ANRI consists of:
 - a. a Head;
 - b. a Principal Secretariat;
 - c. a Deputy of National Records and Archives Governance;
 - d. a Deputy of Acquisition, Preservation, and Protection of Archives;
 - e. a Deputy of National Archival System and Information;
 - f. a Center for Human Resources Training;
 - g. a Center for Data, Information, and Records Service;
 - h. a Center for Audit and Accreditation of Records and Archives;
 - i. a Center for Presidential Archives Studies; and
 - j. an Inspectorate.
- (2) The Organizational structure of ANRI as referred to in section (1) is prepared in the form of the chart of organization of ANRI listed in the annex and is an inseparable part of this ANRI regulation.

CHAPTER IV HEAD

Article 6

The Head has duties to lead and be responsible on the implementation of ANRI's duties and functions.

CHAPTER V PRINCIPAL SECRETARIAT

Part One

Position, Duties, Functions, and Organizational Structure

Article 7

- (1) Principal Secretariat is the assistant of ANRI's executive which is positioned under and directly responsible to the Head.
- (2) Principal Secretariat is led by the Principal Secretary.

Article 8

Principal Secretariat has duties to coordinate the implementation of duties, supervision, and provision of administrative support to all elements of organization in ANRI.

Article 9

In carrying out the duties as referred to in Article 8, the Principal Secretariat has the following functions:

- a. coordination of ANRI's activities;
- b. coordination and preparation of ANRI's plans, programs and budgets;
- c. guidance and provision of administrative support including the administration, personnel, finance, domestic affairs, cooperation, public relations, records management, and ANRI's documentation;
- d. development, arrangement of organization and procedures;
- e. coordination and legislative drafting as well as implementation of legal advocacy;
- f. management of state property and procurement; and
- g. implementation of other functions assigned by the Head.

Article 10

Principal Secretariat consists of:

- a. Bureau of Performance Management, Finance, and Organization;
- b. Bureau of Legal, Cooperation, and Public Relations;
- c. Bureau of Human Resources and General Affairs; and
- d. Functional Position Groups.

Part Two
Bureau of Performance Management, Finance,
and Organization

Article 11

- (1) Bureau of Performance Management, Finance, and Organization has duties to prepare the plans, programs and budgets, financial management, structure of organization, and procedures.
- (2) Bureau of Performance Management, Finance, and Organization is led by a Head of Bureau.

Article 12

In carrying out the duties as referred to in Article 11, the Bureau of Performance Management, Finance, and Organization has the following functions:

- a. coordination and preparation of performance plans, programs, and budgets;
- b. coordination of monitoring, evaluation and reporting on the implementation of performance plans, programs and budgets, as well as a performance accountability system;
- c. implementation of coordination, preparation for development, and management of financial affairs;
- d. implementation of coordination, preparation of development, and arrangement of organization and procedures;
- e. implementation of coordination, preparation of development, and facilitation of bureaucratic reform;
- f. monitoring, evaluation, and reporting in the fields of performance management, finance, organization, procedures, and bureaucratic reform; and
- g. implementation of administrative affairs in the bureau.

Article 13

The organizational structure of the Bureau of Performance Management, Finance, and Organization consists of Functional Position Groups.

Part Three
Bureau of Legal, Cooperation, and Public Relations

Article 14

- (1) Bureau of Legal, Cooperation, and Public Relations has duties to implement coordination and formation of legislation, legal advocacy, coordination and administration of cooperation, as well as implementation of public relations and documentation.
- (2) Bureau of Legal, Cooperation, and Public Relations is led by Head of Bureau.

Article 15

In carrying out the duties as referred to in Article 14, the Bureau of Legal, Cooperation, and Public Relations has the following functions:

- a. coordination and formation of legislation and legal instruments;
- b. management of legal documentation and information networks, publications, and dissemination of legislation;
- c. implementation of legal advocacy;
- d. coordination and administration of domestic and international cooperation;
- e. coordination and administration of public relations and institutional relations, publication and documentation, as well as implementation of protocol affairs;
- f. management, service and control of social media, website and mass media;
- g. management and control of public information and integrated services;
- h. implementation of monitoring, evaluation, and reporting in the fields of legal affairs, cooperation, public relations, and integrated services; and
- i. implementation of administrative affairs in the bureau.

Article 16

The organizational structure of the Bureau of Legal, Cooperation, and Public Relations consists of Functional Position Groups.

Part Four

Bureau of Human Resources and General Affairs

Article 17

- (1) Bureau of Human Resources and General Affairs has duties to manage personnel, domestic affairs, executive administration, management of state property/goods, procurement services, and records management.
- (2) Bureau of Human Resources and General Affairs is led by a Head of Bureau.

Article 18

In carrying out the duties as referred to in Article 17, the Bureau of Human Resources and General Affairs has the following functions:

- a. coordination and preparation of material requirement planning, implementing procurement, transfers, and employee welfare;
- b. administration of talent management;
- c. management of personnel data and information;
- d. employee performance management;
- e. management of equipment, state-owned assets, and domestic affairs;
- f. management of executive administration, and security affairs;
- g. management of procurement service;
- h. management and development of records;
- i. implementation of monitoring, evaluation, and reporting in the fields of personnel, general affairs, goods/services procurement, and records; and
- j. implementation of administrative affairs in the bureau.

Article 19

The organizational structure of the Bureau of Human Resources and General Affairs consists of:

- a. Division of Equipment, Records Management, Executive Administration, and Procurement Service; and
- b. Functional Position Groups.

Article 20

Division of Equipment, Records Management, Executive Administration, and Procurement Service has duties to carry out management of infrastructure matters, procurement services, state-owned assets, domestic affairs, executive administration, records, and security affairs.

Article 21

- (1) In carrying out the duties as referred to in Article 20, the Division of Equipment, Records Management, Executive Administration, and Procurement Service has the following functions:
 - a. implementation of goods/services procurement;
 - b. implementation of storage, distribution, inventory, disposal, and reporting of state-owned assets;
 - c. implementation of maintenance of state property;
 - d. implementation of management of domestic affairs;
 - e. implementation of the management of executive administration affairs and records; and
 - f. implementation of management of security affairs.
- (2) In addition to carry out the functions as referred to in section (1), for the implementation of duties as a goods/services procurement work unit based on legislation, the Division of Equipment, Records Management, Executive Administration, and Procurement Service also carries out the functions of:
 - a. management of goods/services procurement;
 - b. management of electronic procurement service;
 - c. development of human resources and institutional for the goods/services procurement; and
 - d. implementation of assistance, consultation, and/or technical guidance in the goods/services procurement.

Article 22

Division of Equipment, Records Management, Administration, and Procurement Service consists of:

- a. Subdivision of Internal Affairs and Security;
- b. Subdivision of Executive Administration for Head of ANRI and Principal Secretariat;
- c. Subdivision of Executive Administration for Deputy of National Records and Archives Governance;
- d. Subdivision of Executive Administration for Deputy of Acquisition, Preservation, and Protection of Archives;
- e. Subdivision of Executive Administration for Deputy of National Archival System and Information; and
- f. Functional Position Groups.

Article 23

- (1) Subdivision of Internal Affairs and Security has duties to conduct management of storage, maintenance, distribution, inventory, disposal, and reporting of state-owned assets, as well as managing domestic and security affairs.
- (2) Subdivision of Executive Administration for Head of ANRI and Principal Secretariat has duties to conduct administration service, coordination, and technical activities for the Head, as well as coordination of planning, implementation, monitoring, evaluation of work performance and financial affairs, as well as preparing development materials and providing support for administrative affairs and records management to all organizational units within the Principal Secretariat.
- (3) Subdivision of Executive Administration for Deputy of National Records and Archives Governance has duties to coordinate planning, implementation, monitoring, performance and financial evaluation, as well as preparing development materials and providing support for administrative affairs and records management to all organizational units within the Deputy of National Records and Archives Governance.
- (4) Subdivision of Executive Administration for Deputy of Acquisition, Preservation, and Protection of Archives has duties to coordinate planning, implementation, monitoring, performance and financial evaluation, as well as preparing development materials and providing support for administrative affairs and records management to all organizational units within the Deputy of Acquisition, Preservation, and Protection of Archives.
- (5) Subdivision of Executive Administration for Deputy of National Archival System and Information has duties to coordinate planning, implementation, monitoring, performance and financial evaluation, as well as preparing development materials and providing support for administrative affairs and records management to all organizational units within the Deputy of National Archival System and Information.

CHAPTER VI
DEPUTY OF NATIONAL RECORDS AND ARCHIVES
GOVERNANCE

Part One

Position, Duties, Functions, and Organizational Structure

Article 24

- (1) Deputy of National Records and Archives Governance is the implementing element which is positioned under and directly responsible to the Head.
- (2) Deputy of National Records and Archives Governance is led by a Deputy.

Article 25

Deputy of National Records and Archives Governance has duties to carry out the formulation and implementation of policies in the field of records and archives governance.

Article 26

In carrying out the duties as referred to in Article 25, the Deputy of National Records and Archives Governance has the following functions:

- a. formulation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure;
- b. implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure;
- c. guidance in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure;
- d. development of norms, standards, procedures, and criteria in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure;
- e. provision of technical advice and supervision in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure;
- f. monitoring, evaluation, and reporting in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, records and archives profession, and records and archives equipment and infrastructure; and
- g. implementation of other functions assigned by the Head.

Article 27

Deputy of National Records and Archives Governance consists of:

- a. Directorate of Records and Archives Governance for Central Government Agencies;
- b. Directorate of Records and Archives Governance for Regional Government Agencies I;
- c. Directorate of Records and Archives Governance for Regional Government Agencies II;

- d. Directorate of Records and Archives Profession & Certification; and
- e. Functional Position Groups.

Part Two

Directorate of Records and Archives Governance for Central Government Agencies

Article 28

- (1) Directorate of Records and Archives Governance for Central Government Agencies has duties to carry out the formulation and implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in state institutions, universities, companies, political organizations, community organizations, and individuals.
- (2) Directorate of Records and Archives Governance for Central Government Agencies is led by a Director.

Article 29

In carrying out the duties as referred to in Article 28, Directorate of Records and Archives Governance for Central Government Agencies has the following functions:

- a. preparation of policy formulation in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in state institutions, universities, companies, political organizations, community organizations, and individuals;
- b. implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in state institutions, universities, companies, political organizations, community organizations, and individuals;
- c. preparation of guidance in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in state institutions, universities, companies, political organizations, community organizations, and individuals;
- d. preparation of approval or review of records retention schedules at state institutions, universities, companies, political organizations, and community organizations;
- e. implementation of monitoring, evaluation, and reporting in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in state institutions, universities, companies, political

- organizations, community organizations, and individuals;
and
- f. implementation of administrative affairs in the directorate.

Article 30

The organizational structure of the Directorate of Records and Archives Governance for Central Government Agencies consists of Functional Position Groups.

Part Three

Directorate of Records and Archives Governance for Regional Government Agencies I

Article 31

- (1) Directorate of Records and Archives Governance for Regional Government Agencies I has duties to carry out the formulation and implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions.
- (2) Directorate of Records and Archives Governance for Regional Government Agencies I is led by a Director.

Article 32

In carrying out the duties as referred to in Article 31, the Directorate of Records and Archives Governance for Regional Government Agencies I has the following functions:

- a. preparation of policy formulation in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions;
- b. implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan,

- East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions;
- c. preparation of guidance in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions;
 - d. preparation of development norms, standards, procedures, and criteria in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions;
 - e. implementation of technical guidance and supervision in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions;
 - f. preparation of approval or review of records retention schedules at provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, municipal/city archives, as well as regional owned enterprises in the regions;
 - g. implementation of monitoring, evaluation, and reporting in the field of transformation and strengthening the capacity

- of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan, North Kalimantan, North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi, Gorontalo, West Sulawesi, Maluku, North Maluku, Papua, West Papua, Southwest Papua, Papua Pegunungan, South Papua, Central Papua, and municipal/city archives, as well as regional owned enterprises in the regions; and
- h. implementation of administrative affairs in the directorate.

Article 33

The organizational structure of the Directorate of Records and Archives Governance for Regional Government Agencies I consists of Functional Position Groups.

Part Four

Directorate of Records and Archives Governance for Regional Government Agencies II

Article 34

- (1) Directorate of Records and Archives Governance for Regional Government Agencies II has duties to carry out the formulation and implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
- (2) Directorate of Records and Archives Governance for Regional Government Agencies II is led by a Director.

Article 35

In carrying out the duties as referred to in Article 34, the Directorate of Records and Archives Governance for Regional Government Agencies II has the following functions:

- a. preparation of policy formulation in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East

- Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
- b. implementation of policies in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
 - c. preparation of guidance in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
 - d. preparation of development norms, standards, procedures, and criteria in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
 - e. implementation of technical guidance and supervision in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
 - f. preparation of approval or review of records retention schedules at provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special

- Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions;
- g. implementation of monitoring, evaluation, and reporting in the field of transformation and strengthening the capacity of records and archives organizations, records and archives management systems and work mechanisms, and records and archives equipment and infrastructure in provincial archives in Aceh, North Sumatra, West Sumatra, Riau, Riau in Aceh, North Sumatra, West Sumatra, Riau, Riau Islands, South Sumatra, Jambi, Bengkulu, Lampung, Bangka Belitung, Banten, Special Capital Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, East Java, Bali, West Nusa Tenggara, East Nusa Tenggara, municipal/city archives, as well as regional owned enterprises in the regions; and
 - h. implementation of administrative affairs in the directorate.

Article 36

The organizational structure of the Directorate of Records and Archives Governance for Regional Government Agencies II consists of Functional Position Groups.

Part Five

Directorate of Records and Archives Profession and Certification

Article 37

- (1) Directorate of Records and Archives Profession and Certification has duties to carry out the formulation and implementation of policies in the field of records and archives profession and certification.
- (2) Directorate of Records and Archives Profession and Certification is led by a Director.

Article 38

In carrying out the duties as referred to in Article 37, the Directorate of Records and Archives Profession and Certification has the following functions:

- a. preparation of policy formulation in the field of management for records and archives profession and certification;
- b. implementation of policies in the field of management for records and archives profession and certification;
- c. preparation of guidance in the field of management for records and archives profession and certification;
- d. preparation of development norms, standards, procedures, and criteria in the field of management for records and archives profession and certification;
- e. implementation of technical guidance and supervision in the field of management for records and archives profession;
- f. management of data and profiles of the functional position of archivists;

- g. implementation of monitoring, evaluation, and reporting in the field of management for records and archives profession and certification; and
- h. implementation of administrative affairs in the directorate.

Article 39

The organizational structure of Directorate of Records and Archives Profession and Certification consists of Functional Position Groups.

CHAPTER VII

DEPUTY OF ACQUISITION, PRESERVATION, AND PROTECTION OF ARCHIVES

Part One

Position, Duties, Functions, and Organizational Structure

Article 40

- (1) Deputy of Acquisition, Preservation, and Protection of Archives is the implementing element which is positioned under and directly responsible to the Head.
- (2) Deputy of Acquisition, Preservation, and Protection of Archives is led by a Deputy.

Article 41

Deputy of Acquisition, Preservation, and Protection has duties to carry out the formulation and implementation of policies in the field of archives acquisition, preservation, and protection.

Article 42

In carrying out the duties as referred to in Article 41, the Deputy of Acquisition, Preservation, and Protection of Archives has the following functions:

- a. formulation of policies in the field of archives acquisition, preservation, and protection;
- b. implementation of policies in the field of archives acquisition, preservation, and protection;
- c. guidance in the field of archives acquisition, preservation, and protection;
- d. development of norms, standards, procedures, and criteria in the field of archives acquisition, preservation, and protection;
- e. provision of technical advice and supervision in the field of archives acquisition, preservation, and protection;
- f. monitoring, evaluation, and reporting in the field of archives acquisition, preservation, and protection; and
- g. implementation of other functions assigned by the Head.

Article 43

Deputy of Acquisition, Preservation, and Protection of Archives consists of:

- a. Directorate of Acquisition of Archives;
- b. Directorate of Arrangement and Description of Archives;
- c. Directorate of Preservation and Protection of Archives;

- d. Directorate of Public Service and Publication of Archives;
and
- e. Functional Position Groups.

Part Two

Directorate of Acquisition of Archives

Article 44

- (1) Directorate of Acquisition of Archives has duties to carry out the formulation and implementation of policies in the field of archives acquisition at the national scale.
- (2) Directorate of Acquisition of Archives is led by a Director.

Article 45

In carrying out the duties as referred to in Article 44, the Directorate of Acquisition of Archives has the following functions:

- a. preparation of policy formulation in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations, community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition;
- b. implementation of policies in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations, community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition;
- c. preparation of guidance in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations, community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition;
- d. preparation of development norms, standards, procedures, and criteria in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations,

- community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition;
- e. implementation of technical guidance and supervision in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations, community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition;
 - f. implementation of monitoring, evaluation, and reporting in the field of archives acquisition strategy, identification, monitoring, appraisal and verification of archives, acquisition of archives created by state institutions, companies, political organizations, community organizations, and individuals, as well as approval or review of records disposal, management of report on protected records, oral history, preparation of archive search lists, transfer of archives created by state institutions that are merged and/or dissolved, and consideration on rewards or compensations for archives acquisition; and
 - g. implementation of administrative affairs in the directorate.

Article 46

The organizational structure of Directorate of Acquisition of Archives consists of Functional Position Groups.

Part Three

Directorate of Arrangement and Description of Archives

Article 47

- (1) Directorate of Arrangement and Description of Archives has duties to carry out the formulation and implementation of policies in the field of archival arrangement and description at the national scale.
- (2) Directorate of Arrangement and Description of Archives is led by a Director.

Article 48

In carrying out the duties as referred to in Article 47, the Directorate of Arrangement and Description of Archives has the following functions:

- a. preparation of policy formulation in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives;

- b. implementation of policies in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives;
- c. preparation of guidance in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives;
- d. preparation of development norms, standards, procedures, and criteria in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives;
- e. implementation of technical guidance and supervision in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives;
- f. implementation of monitoring, evaluation, and reporting in the field of physical arrangement, information arrangement, transliteration, translation, and transcription of archives; and
- g. implementation of administrative affairs in the directorate.

Article 49

The organizational structure of Directorate of Arrangement and Description of Archives consists of Functional Position Groups.

Part Four

Directorate of Preservation and Protection of Archives

Article 50

- (1) Directorate of Preservation and Protection of Archives has duties to carry out the formulation and implementation of policies in the field of archival preservation and protection at the national scale.
- (2) Directorate of Preservation and Protection of Archives is led by a Director.

Article 51

In carrying out the duties as referred to in Article 50, the Directorate of Preservation and Protection of Archives has the following functions:

- a. preparation of policy formulation in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on archives, as well as development of equipment and infrastructure for archives preservation and protection;
- b. implementation of policies in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on archives, as well as development of equipment and infrastructure for archives preservation and protection;
- c. preparation of guidance in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on

- archives, as well as development of equipment and infrastructure for archives preservation and protection;
- d. preparation of formulation of norms, standards, procedures, and criteria in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on archives, as well as development of equipment and infrastructure for archives preservation and protection;
- e. implementation of technical guidance and supervision in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on archives, as well as development of equipment and infrastructure for archives preservation and protection;
- f. implementation of monitoring, evaluation, and reporting in the field of storage, restoration, reproduction and digitation, disaster response on records and archives, laboratory testing and authentication on archives, as well as development of equipment and infrastructure for archives preservation and protection; and
- g. implementation of administrative affairs in the directorate.

Article 52

The organizational structure of the Directorate of Preservation and Protection of Archives consists of Functional Position Groups.

Part Five

Directorate of Public Service and Publication of Archives

Article 53

- (1) Directorate of Public Service and Publication of Archives has duties to carry out the formulation and implementation of policies in the field of public service and publication of archives at the national scale.
- (2) Directorate of Public Service and Publication of Archives is led by a Director.

Article 54

In carrying out the duties as referred to in Article 53, the Directorate of Public Service and Publication of Archives has the following functions:

- a. preparation of policy formulation in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers;
- b. implementation of policies in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers;

- c. preparation of guidance in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers;
- d. preparation of formulation of norms, standards, procedures, and criteria in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers;
- e. implementation of technical guidance and supervision in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers;
- f. implementation of monitoring, evaluation, and reporting in the field of archives services, thematic archives services, literatures, sources publications, archival exhibitions and dioramas, as well as administrations of the nomination of archival documentary heritages for the inscription on the National and International Memory of the World registers; and
- g. implementation of administrative affairs in the directorate.

Article 55

The organizational structure of Directorate of Public Service and Publication of Archives consists of Functional Position Groups.

CHAPTER VIII DEPUTY OF NATIONAL ARCHIVAL SYSTEM AND INFORMATION

Part One

Position, Duties, Functions, and Organizational Structure

Article 56

- (1) Deputy of National Archival System and Information is the implementing element which is positioned under and directly responsible to the Head.
- (2) Deputy of National Archival System and Information is led by a Deputy.

Article 57

The Deputy of National Archival System and Information has duties to carry out the formulation and implementation of policies in the field of archival system and information.

Article 58

In carrying out the duties as referred to in Article 57, the Deputy of National Archival System and Information has the following functions:

- a. formulation of policies in the field of management on archival system, archival information technology, and archival information;
- b. implementation of policies in the field of management on archival system, archival information technology, and archival information;
- c. guidance in the field of management on archival system, archival information technology, and archival information;
- d. development of norms, standards, procedures, and criteria in the field of management on archival system, archival information technology, and archival information;
- e. provision of technical advice and supervision in the field of management on archival system, archival information technology, and archival information;
- f. monitoring, evaluation, and reporting in the field of management on archival system, archival information technology, and archival information; and
- g. implementation of other functions assigned by the Head.

Article 59

Deputy of National Archival System and Information consists of:

- a. Directorate of Archival System;
- b. Directorate of Archival Information Technology;
- c. Directorate of Archival Information; and
- d. Functional Position Groups.

Part Two

Directorate of Archival System

Article 60

- (1) Directorate of Archival System has duties to carry out the formulation and implementation of policies in the field of archival system at the national scale.
- (2) Directorate of Archival System is led by a Director.

Article 61

In carrying out the duties as referred to in Article 60, the Directorate of Archival System has the following functions:

- a. preparation of policy formulation in the field of policy quality assurance, standardization, and archival knowledge management;
- b. implementation of policies in the field of policy quality assurance, standardization, and archival knowledge management;
- c. preparation of guidance in the field of policy quality assurance, standardization, and archival knowledge management;
- d. preparation of development norms, standards, procedures, and criteria in the field of policy quality

- assurance, standardization, and archival knowledge management;
- e. implementation of technical guidance and supervision in the field of policy quality assurance, standardization, and archival knowledge management;
- f. implementation of monitoring, evaluation, and reporting in the field of policy quality assurance, standardization, and archival knowledge management;
- g. implementation of administrative affairs in the directorate.

Article 62

The organizational structure of Directorate of Archival System consists of Functional Position Groups.

Part Three

Directorate of Archival Information Technology

Article 63

- (1) Directorate of Archival Information Technology has duties to carry out the formulation and implementation of policies in the field of archival information technology.
- (2) Directorate of Archival Information Technology is led by a Director.

Article 64

In carrying out the duties as referred to in Article 63, the Directorate of Archival Information Technology has the following functions:

- a. preparation of policy formulation in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology;
- b. implementation of policies in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology;
- c. preparation of guidance in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology;
- d. preparation of development norms, standards, procedures, and criteria in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology;
- e. implementation of technical guidance and supervision in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology;

- f. implementation of monitoring, evaluation, and reporting in the field of archival information technology including development, enhancement, maintenance, operation, security, quality control and assurance, as well as infrastructure management of archival information technology; and
- g. implementation of administrative affairs in the directorate.

Article 65

The organizational structure of Directorate of Archival Information Technology consists of Functional Position Groups.

Part Four

Directorate of Archival Information

Article 66

- (1) Directorate of Archival Information has duties to carry out the formulation and implementation of policies in the field of archival information.
- (2) Directorate of Archival Information is led by a Director.

Article 67

In carrying out the duties as referred to in Article 66, the Directorate of Archival Information has the following functions:

- a. preparation of policy formulation in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services;
- b. implementation of policies in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services;
- c. preparation of guidance in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services;
- d. preparation of development norms, standards, procedures, and criteria in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services;
- e. implementation of technical guidance and supervision in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services;
- f. implementation of monitoring, evaluation, and reporting in the field of national archival data and information management, management of the center for national network, network member development, and national archival information services; and
- g. implementation of administrative affairs in the directorate.

Article 68

The organizational structure of Directorate of Archival Information consists of Functional Position Groups.

CHAPTER IX

CENTER FOR HUMAN RESOURCES TRAINING

Article 69

- (1) Center for Human Resources Training is a supporting element which is positioned under and directly responsible to the Head of ANRI and administratively coordinated by Principal Secretary.
- (2) Center for Human Resources Training is led by a Head of Center.

Article 70

Center for Human Resources Training has duties to perform training for civil servants within ANRI, as well as records and archives profession, and the community.

Article 71

In carrying out the duties as referred to in Article 70, the Center for Human Resources Training has the following functions:

- a. formulation of technical policies, planning, and program in the field of training;
- b. implementation of training for civil servants within ANRI, records and archives profession, and the community;
- c. implementation of training cooperation;
- d. implementation of monitoring, evaluation, and reporting in the field of training; and
- e. implementation of administrative affairs and records management, equipment and domestic affairs, publication, finance, and human resources.

Article 72

Center for Human Resources Training consists of:

- a. Subdivision of General Affairs; and
- b. Functional Position Groups.

Article 73

Subdivision of General Affairs has duties to arrange the plan on program and budget, administration and records management, equipment and domestic affairs, publication, finance, and human resources, as well as evaluation and reporting.

CHAPTER X

CENTER FOR DATA, INFORMATION,
AND RECORDS SERVICE

Article 74

- (1) Center for Data, Information, and Records Service is a supporting element which is positioned under and directly responsible to the Head of ANRI and administratively coordinated by Principal Secretary.

- (2) Center for Data, Information, and Records Service is led by a Head of Center.

Article 75

Center for Data, Information, and Records Service has duties to perform the management of data and information, as well as the services of records and archives administration.

Article 76

In carrying out the duties as referred to in Article 75, the Center for Data, Information, and Records Service has the following functions:

- a. formulation of technical policies, planning, and program in the field of data and information management, internal ANRI-based electronic governance system, as well as services and partnerships in the records and archives services;
- b. implementation of data and information management and Information and Communication Technology infrastructure, as well as testing the quality assurance of the information technology and communication infrastructure of internal ANRI-based electronic governance system;
- c. implementation of records and archives arrangement services, establishment of manual systems and guidelines, development of archival application programs, record keeping services, maintenance, digitization, as well as other records and archives services;
- d. conducting of partnerships in the records and archives services;
- e. implementation of monitoring, evaluation, and reporting in the field of data and information management, internal ANRI-based electronic governance system, as well as services and partnerships in the records and archives services; and
- f. implementation of administrative affairs and records management, equipment and domestic affairs, publication, finance, and human resources.

Article 77

Center for Data, Information, and Records Service consists of:

- a. Subdivision of General Affairs; and
- b. Functional Position Groups.

Article 78

Subdivision of General Affairs has duties to arrange the plan on program and budget, administration and records management, equipment and domestic affairs, publication, finance, and human resources, as well as evaluation and reporting.

CHAPTER XI
CENTER FOR AUDIT AND ACCREDITATION
OF RECORDS AND ARCHIVES

Article 79

- (1) Center for Audit and Accreditation of Records and Archives is a supporting element which is positioned under and directly responsible to the Head of ANRI and administratively coordinated by Principal Secretary.
- (2) Center for Audit and Accreditation of Records and Archives is led by a Head of Center.

Article 80

Center for Audit and Accreditation of Records and Archives has duties to perform audit and accreditation of records and archives.

Article 81

In carrying out the duties as referred to in Article 80, the Center for Audit and Accreditation of Records and Archives has the following functions:

- a. formulation of technical policies, planning, and program in the field of audit and accreditation of records and archives administration, as well as consideration for awards on the records and archives administration and the recommendation for sanction;
- b. implementation of audit of records and archives administration within the Ministries/Agencies, Provincial Governments, Public Universities, and State-Owned Enterprises;
- c. verification on records and archives audit and verification on records and archives audit results at the municipal/city government;
- d. accreditation of records and archives administration for records centers, regional archives, records and archives services agencies, and archival education and training agencies;
- e. implementation of consideration for awards on the records and archives administration and preparation of the recommendation for sanction;
- f. implementation of monitoring, evaluation, and reporting in the field of audit and accreditation of records and archives administration, as well as consideration for awards on the records and archives administration and recommendation for sanction; and
- g. implementation of administrative affairs and records management, equipment and domestic affairs, publication, finance, and human resources.

Article 82

Center for Audit and Accreditation of Records and Archives consists of:

- a. Subdivision of General Affairs; and
- b. Functional Position Groups.

Article 83

Subdivision of General Affairs has duties to arrange the plan on program and budget, administration and records management, equipment and domestic affairs, publication, finance, and human resources, as well as evaluation and reporting.

CHAPTER XII

CENTER FOR PRESIDENTIAL ARCHIVES STUDIES

Article 84

- (1) Center for Presidential Archives Studies is a supporting element which is positioned under and directly responsible to the Head of ANRI and administratively coordinated by Principal Secretary.
- (2) Center for Presidential Archives Studies is led by a Head of Center.

Article 85

Center for Presidential Archives Studies has duties to perform research, management, and information service on presidential archives.

Article 86

In carrying out the duties as referred to in Article 85, the Center for Presidential Archives Studies has the following functions:

- a. formulation of technical policies, planning, and programs in the field of research, compilation on integrated data, processing archives into information, and provision of materials for scientific knowledge studies of presidential archives;
- b. implementation of research, compilation on integrated data, processing archives into information, and provision of materials for scientific knowledge studies of presidential archives;
- c. coordination, partnerships, and providing services for presidential archives;
- d. management of information on archives regarding government policies during the administration of every president and vice president;
- e. management of information on archives regarding the president and vice president;
- f. implementation of publication, dissemination, and exhibition of presidential archives;
- g. preparation of scientific study materials on policies during the administration of every president and vice president that can be used for the development and enrichment of information on the nation and government policies;
- h. implementation of monitoring, evaluation, and reporting in the field of research, compilation on integrated data, processing archives into information, and provision of materials for scientific knowledge studies of presidential archives; and

- i. implementation of administrative affairs and records management, equipment and domestic affairs, publication, finance, and human resources.

Article 87

Center for Presidential Archives Studies consists of:

- a. Subdivision of General Affairs; and
- b. Functional Position Groups.

Article 88

Subdivision of General Affairs has duties to arrange the plan on program and budget, administration and records management, equipment and domestic affairs, publication, finance, and human resources, as well as evaluation and reporting.

CHAPTER XIII INSPECTORATE

Article 89

- (1) Inspectorate is an audit element within ANRI which is positioned under and directly responsible to the Head of ANRI and administratively coordinated by Principal Secretary.
- (2) Inspectorate is led by an Inspector.

Article 90

Inspectorate has duties to perform internal audit within ANRI.

Article 91

In carrying out the duties as referred to in Article 90, the Inspectorate has the following functions:

- a. formulation of the technical policies on internal audit;
- b. implementation of internal audit towards work performance and financial affairs through review, evaluation, monitoring, and other audit activities;
- c. implementation of audit for certain purposes on the assignments of the Head of ANRI;
- d. formulation of reporting the audit activities;
- e. implementation of administrative affairs of Inspectorate; and
- f. implementation of other functions assigned by the Head.

Article 92

Inspectorate consists of:

- a. Subdivision of Executive Administration; and
- b. Functional Position Groups.

Article 93

Subdivision of Executive Administration has duties to arrange the plan on program and budget, administration and records management, equipment and domestic affairs, publication, finance, and human resources, as well as evaluation and reporting.

CHAPTER XIV FUNCTIONAL POSITION GROUPS

Article 94

- (1) Functional Position Groups are established in ANRI and has duties to execute the activities based on respective functional positions in accordance with the legislation.
- (2) Type and level of Functional Position Groups as referred to in section (1) is carried out in accordance with the provisions of the legislation.

Article 95

- (1) Functional position consists of a few functional staff divided into various groups based on their expertise.
- (2) The number of functional position staff in a working unit is based on the needs and workload.
- (3) In carrying out the duties, the functional position is coordinated by the structural official in accordance with their respective placement.
- (4) The functional position is under and directly responsible to High Level Officials and Mid-Level Officials which are related to the implementation of the functional positions.
- (5) Functional position is assigned to perform the activities in accordance with their respective positions to support the implementation of the functions and duties of the work unit.

CHAPTER XV PUBLIC INFORMATION MANAGEMENT AND INTEGRATED SERVICES UNIT

Article 96

- (1) Head of Bureau who is responsible for the function of public relations and documentation, due to their duties and functions, become the Information and Documentation Management Official hereinafter referred to as the IDMO and coordinate all public information services and integrated services within ANRI.
- (2) Duties and responsibilities of the IDMO as referred to in section (1) are carried out in accordance with the provisions of the legislation.

CHAPTER XVI TECHNICAL OPERATION UNIT

Article 97

- (1) Technical Operation Unit can be established to implement technical operational tasks and/or technical support tasks in ANRI.
- (2) Technical Operation Unit is led by the Head of the Unit.

Article 98

The organization and work procedures of the Technical Operation Unit as referred to in Article 97 are determined by ANRI regulations after obtaining approval from the Minister.

CHAPTER XVII WORK PROCEDURES

Article 99

The Head submits reports to President regarding the results of the implementation of governmental tasks in the field of national records and archives administration annually or anytime through the Minister.

Article 100

The Head, in carrying out duties and functions, must apply government agency performance accountability system.

Article 101

- (1) ANRI must develop a business process that illustrates effective and efficient working relationship among organizational units within ANRI.
- (2) Provisions regarding the business process among organizational units within ANRI as referred to in section (1) are determined by ANRI regulations.

Article 102

- (1) ANRI must prepare job analysis, position mapping, workload analysis, and job descriptions for all positions within ANRI.
- (2) Provisions regarding job analysis, position mapping, workload analysis, and job descriptions for all positions within ANRI as referred to in section (1) are determined by Decree of the Head of ANRI.

Article 103

All elements within the internal ANRI in carrying out their duties must apply the principles of coordination, integration, and synchronization in the internal ANRI and relations between relevant agencies.

Article 104

All elements in the internal ANRI must implement the government's internal control system within its respective environment in accordance with the legislation.

Article 105

- (1) Every organizational unit leader is responsible for directing and coordinating their respective subordinates and providing guidance and instructions according to the job descriptions.
- (2) The guidance and instructions as referred to in section (1) are responsibly followed and obeyed by respective subordinates and they have to submit reports periodically in accordance with the legislation.

Article 106

In carrying out their duties, every organizational unit leader must conduct coaching and supervising of the units under their authority.

CHAPTER XVIII POSITION

Article 107

- (1) The Head is the position of the High Level Official or the structural position of echelon I.a.
- (2) Principal Secretary and Deputy are the position of Executive Level Official or structural position of echelon I.a.
- (3) Head of Bureau, Head of Centre, Director, and Inspector are the position of Mid-Level Official or structural position of echelon II.a.
- (4) Head of Division is the Administrator Position or structural position of echelon III.a.
- (5) Head of Subdivision is the Supervision Position or structural position of echelon IV.a.

Article 108

The Head is appointed and dismissed by the President upon the proposal of the Minister.

Article 109

- (1) Principal Secretary, Deputy, and Executive Functional Officials are appointed and dismissed by the President upon the proposal of the Head in accordance with the legislation.
- (2) Head of Bureau, Director, Head of Center, Inspector, Head of Division, Head of Subdivision, Associate Functional Officials, Senior Functional Officials, and Junior Functional Officials within ANRI are appointed and dismissed by the Head.

CHAPTER XIX OTHER PROVISION

Article 110

Should detailed task is needed as an elaboration of duties based on the provisions in this Regulation of the National Archives of the Republic of Indonesia, it will be determined through a Decision by the Head of ANRI.

CHAPTER XX TRANSITIONAL PROVISIONS

Article 111

By the time this Regulation comes into force, the Technical Operation Unit responsible for archives and tsunami archives tasks is under the authority of the Deputy of Acquisition, Preservation, and Protection of Archives.

Article 112

By the time this Regulation of the National Archives of the Republic of Indonesia comes into force, all officials holding the positions within ANRI continue to carry out their duties and functions until new officials are appointed based on this

Regulation of the National Archives of the Republic of Indonesia.

CHAPTER XXI CLOSING PROVISIONS

Article 113

By the time this Regulation comes into force, all implementing regulations of the Regulation of the National Archives of the Republic of Indonesia Number 6 of 2022 on Organization and Work Procedures of the National Archives of the Republic of Indonesia (State Bulletin of the Republic of Indonesia of 2022 Number 624) remain in effect until they are amended and/or replaced by new implementing regulations based on this Regulation of the National Archives of the Republic of Indonesia.

Article 114

By the time this Regulation of the National Archives of the Republic of Indonesia comes into force, Regulation of the National Archives of the Republic of Indonesia Number 6 of 2022 on Organization and Work Procedures of the National Archives of the Republic of Indonesia (State Bulletin of the Republic of Indonesia of 2022 Number 624) is repealed and declared ineffective.

Article 115

This Regulation of the National Archives of the Republic of Indonesia comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Regulation of the National Archives of the Republic of Indonesia.

Issued in Jakarta
on 2 February, 2024

HEAD OF NATIONAL ARCHIVES
OF THE REPUBLIC OF INDONESIA
AD INTERIM,

signed

IMAM GUNARTO

Promulgated in Jakarta
on 12 February, 2024

DIRECTOR GENERAL OF LEGISLATION
OF THE MINISTRY OF LAW AND HUMAN RIGHTS
OF THE REPUBLIC OF INDONESIA,

signed

ASEP N. MULYANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2024 NUMBER 89

Jakarta, 13 October 2025
Has been translated as an Official Translation
on behalf of the Minister of Law
of the Republic of Indonesia
DIRECTOR GENERAL OF LEGISLATION,



DHAHANA PUTRA

ANNEX TO
REGULATION OF THE NATIONAL ARCHIVES
OF THE REPUBLIC OF INDONESIA
NUMBER 2 OF 2024
ON
ORGANIZATION AND WORK PROCEDURES
OF THE NATIONAL ARCHIVES OF THE
REPUBLIC OF INDONESIA

CHART OF THE ORGANIZATIONAL STRUCTURE OF NATIONAL ARCHIVES OF
THE REPUBLIC OF INDONESIA

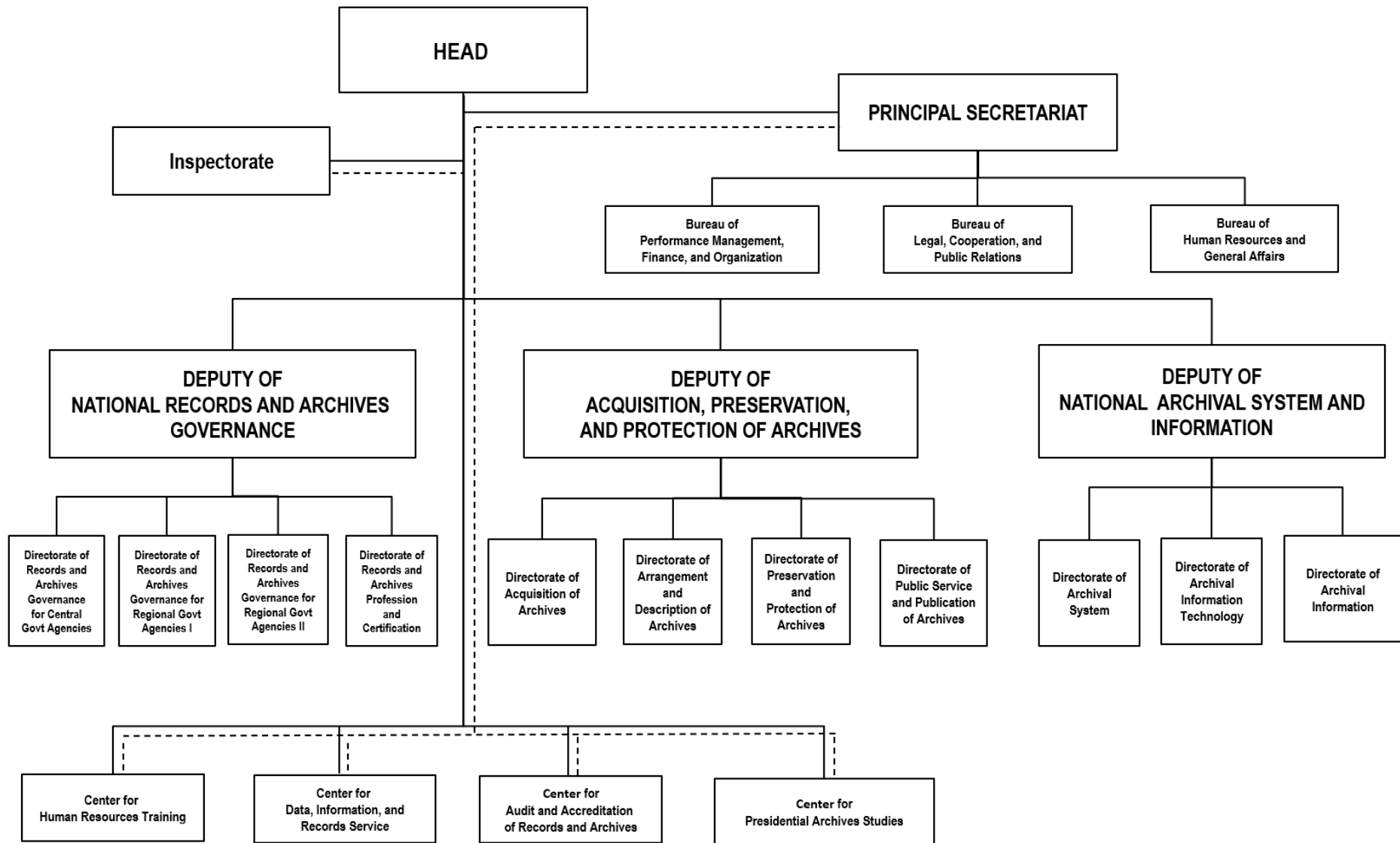
- A. ORGANIZATIONAL STRUCTURE OF ECHELON I AND II
- B. ORGANIZATIONAL STRUCTURE OF PRINCIPAL SECRETARIAT
- C. ORGANIZATIONAL STRUCTURE OF DEPUTY OF NATIONAL RECORDS AND
ARCHIVES GOVERNANCE
- D. ORGANIZATIONAL STRUCTURE OF DEPUTY OF ACQUISITION,
PRESERVATION, AND PROTECTION OF ARCHIVES
- E. ORGANIZATIONAL STRUCTURE OF DEPUTY OF NATIONAL ARCHIVAL
SYSTEM AND INFORMATION
- F. ORGANIZATIONAL STRUCTURE OF CENTER FOR HUMAN RESOURCES
TRAINING
- G. ORGANIZATIONAL STRUCTURE OF CENTER FOR DATA, INFORMATION,
AND RECORDS SERVICE
- H. ORGANIZATIONAL STRUCTURE OF CENTER FOR AUDIT AND
ACCREDITATION OF RECORDS AND ARCHIVES
- I. ORGANIZATIONAL STRUCTURE OF CENTER FOR PRESIDENTIAL
ARCHIVES STUDIES
- J. ORGANIZATIONAL STRUCTURE OF INSPECTORATE

HEAD OF NATIONAL ARCHIVES
OF THE REPUBLIC OF
INDONESIA AD INTERIM,

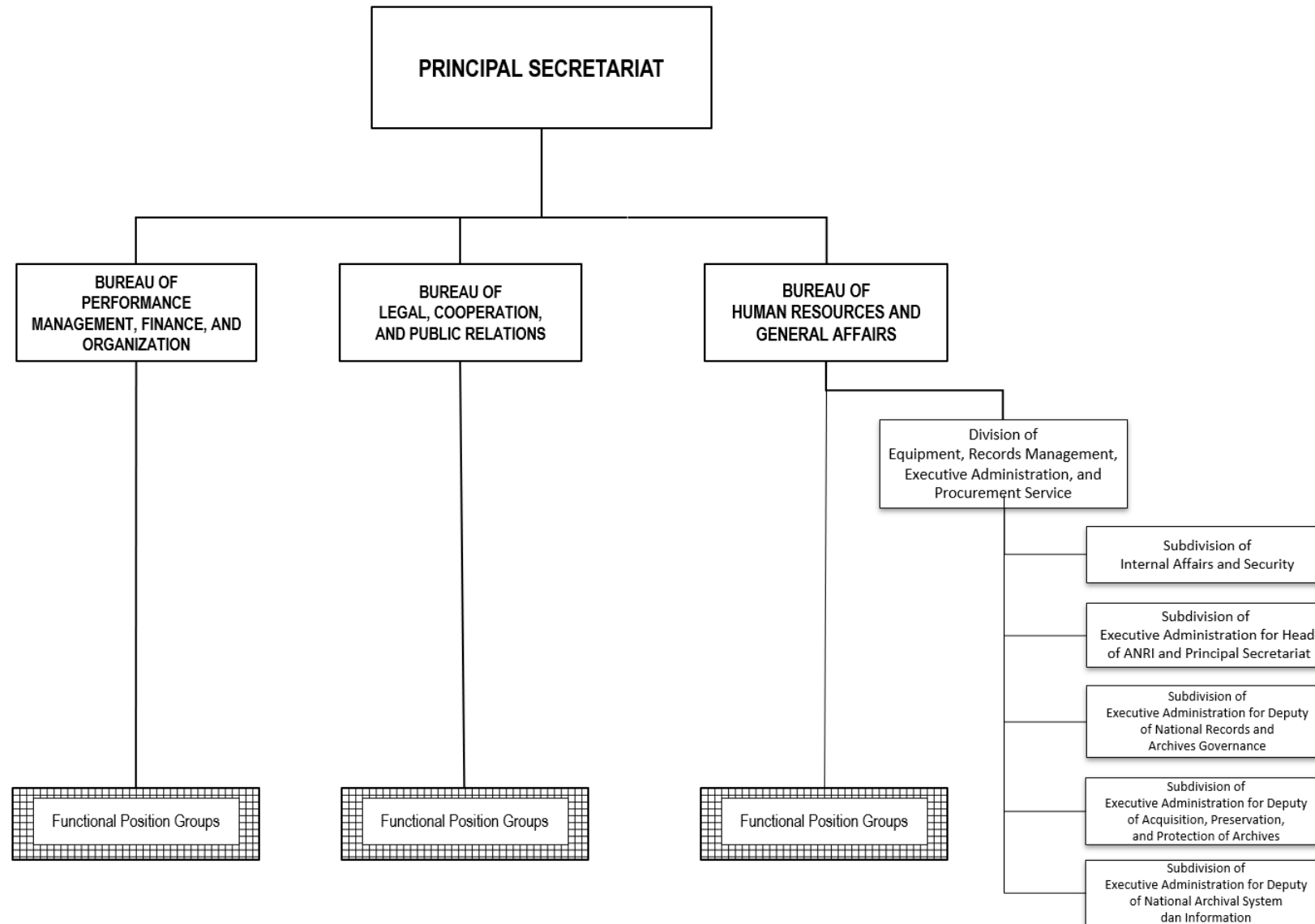
signed

IMAM GUNARTO

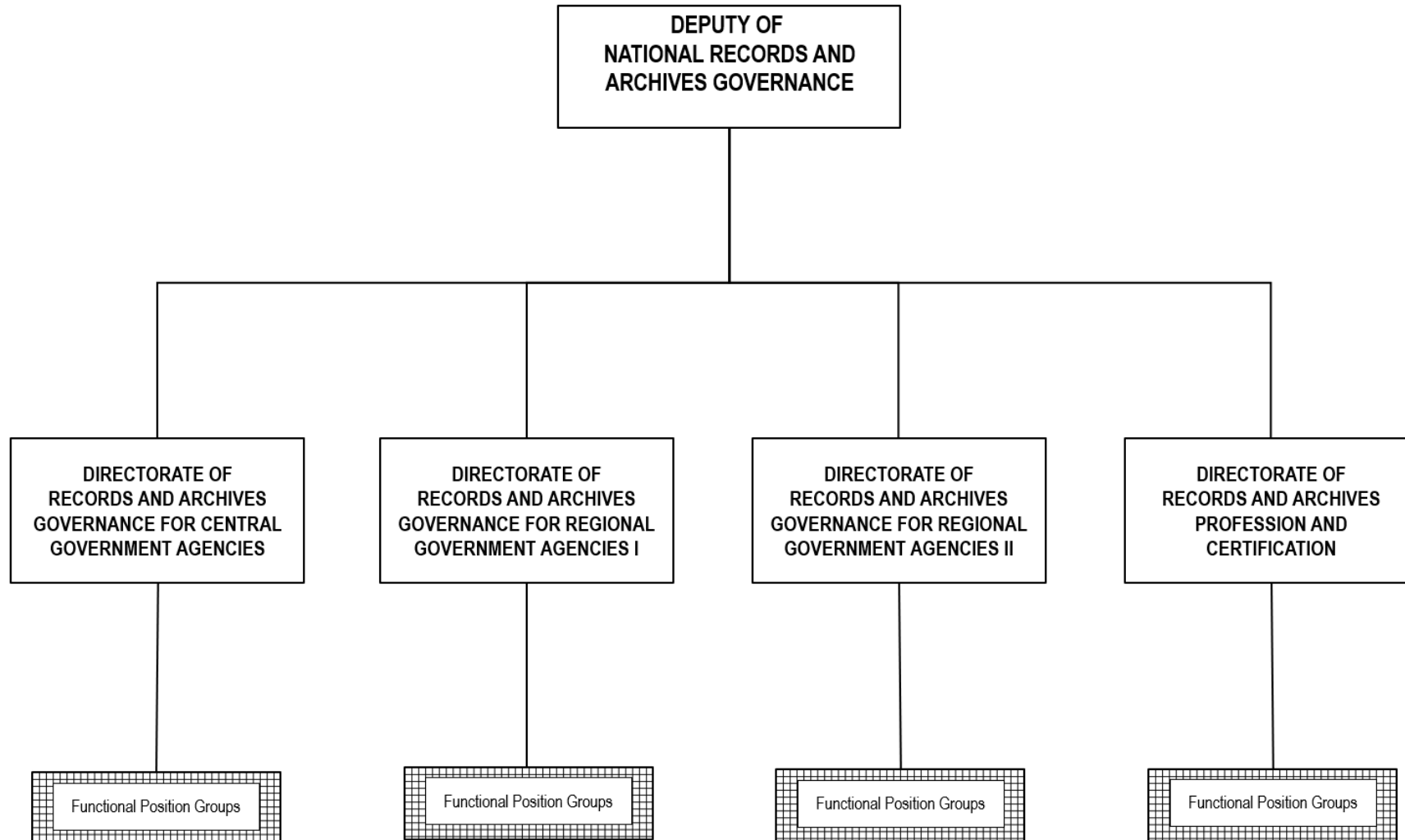
A. ORGANIZATIONAL STRUCTURE OF ECHELON I AND II



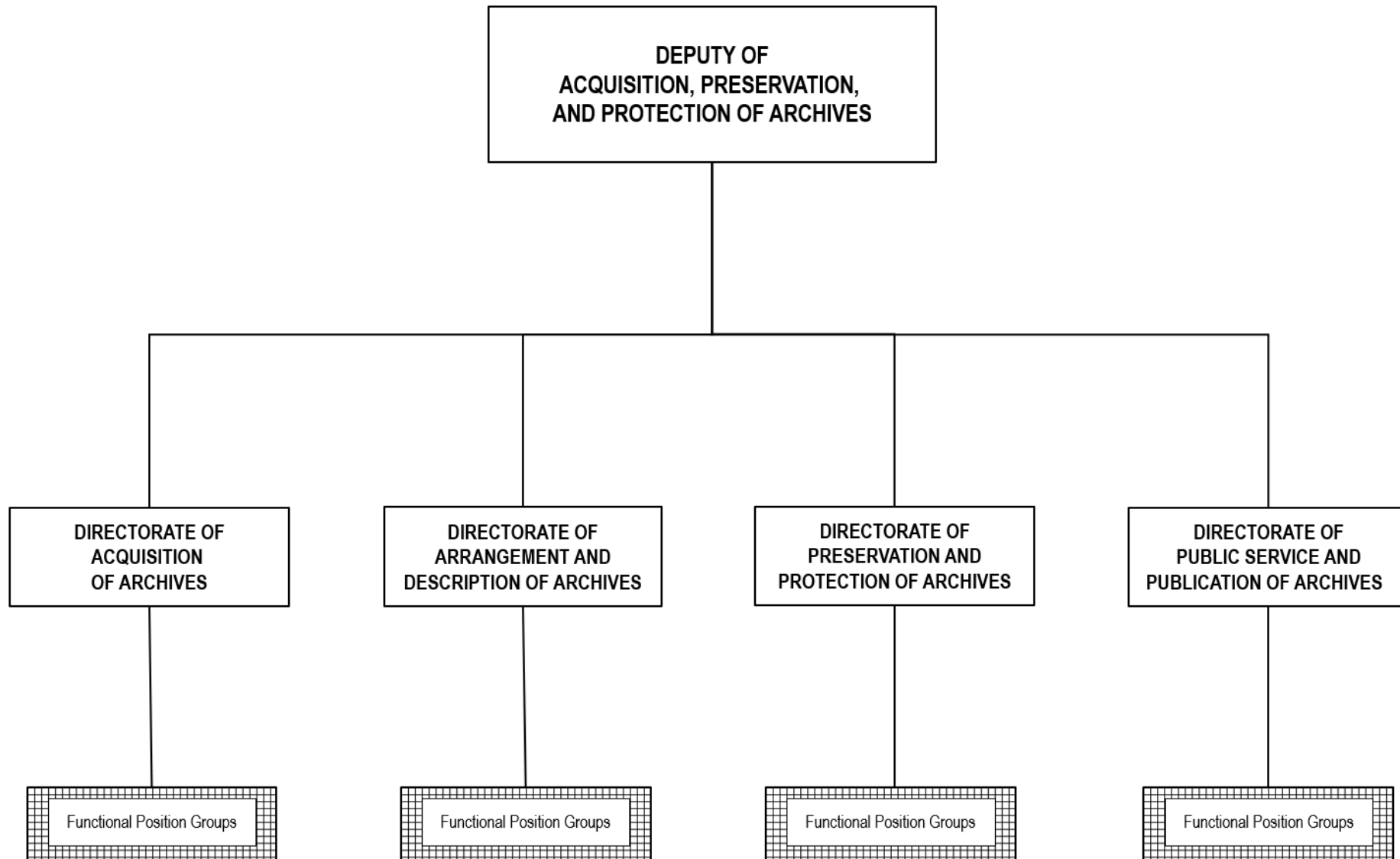
B. ORGANIZATIONAL STRUCTURE OF PRINCIPAL SECRETARIAT



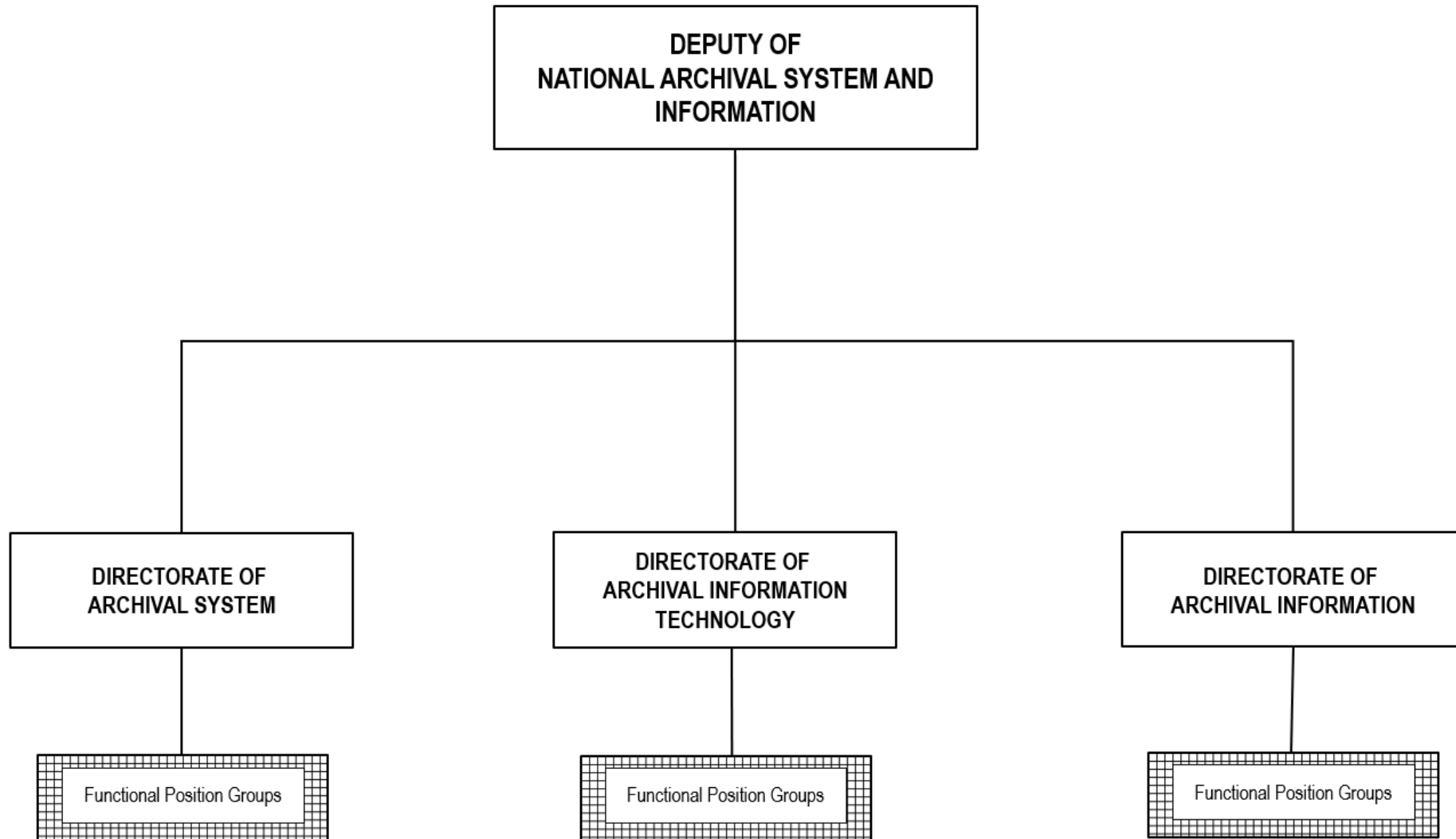
C. ORGANIZATIONAL STRUCTURE OF DEPUTY OF NATIONAL RECORDS AND ARCHIVES GOVERNANCE



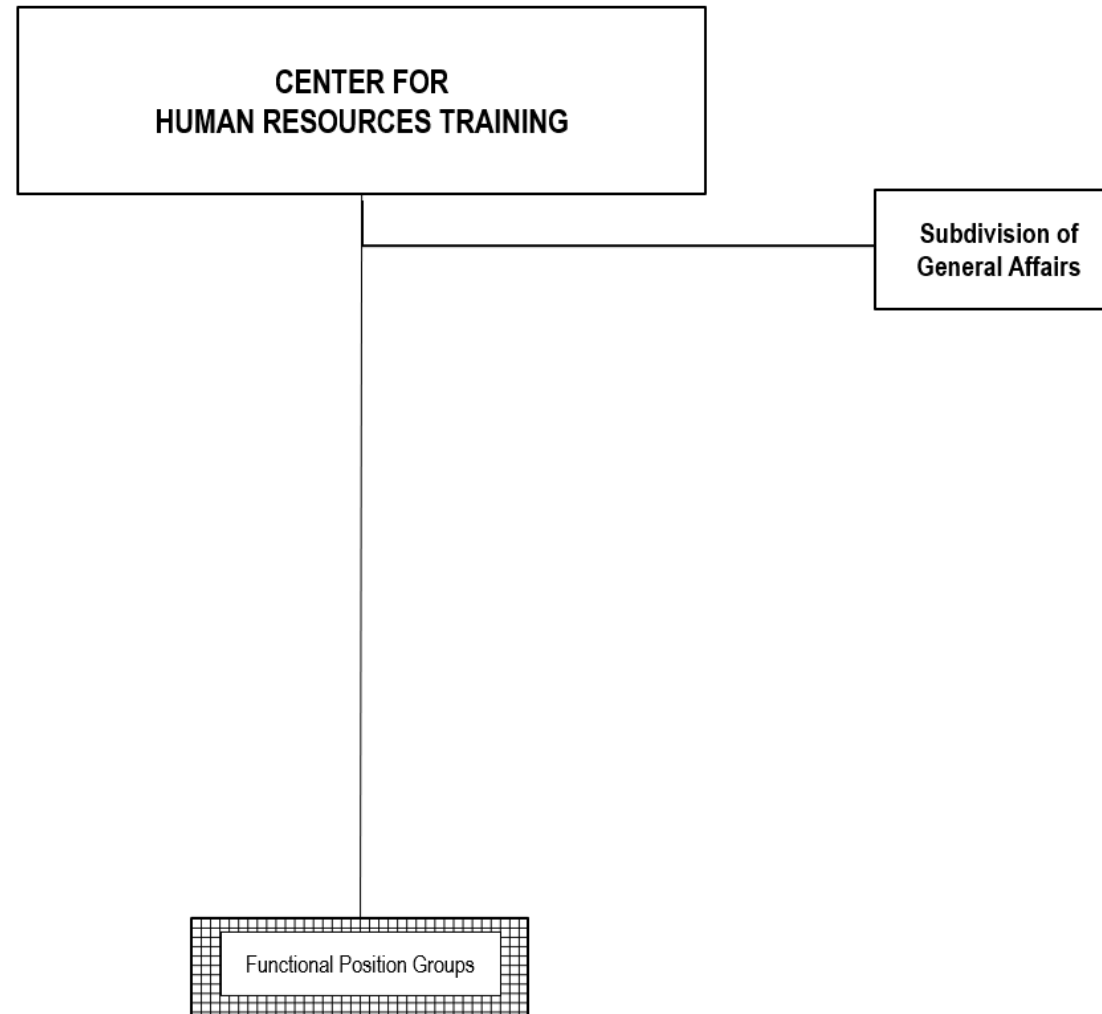
D. ORGANIZATIONAL STRUCTURE OF DEPUTY OF ACQUISITION, PRESERVATION, AND PROTECTION OF ARCHIVES



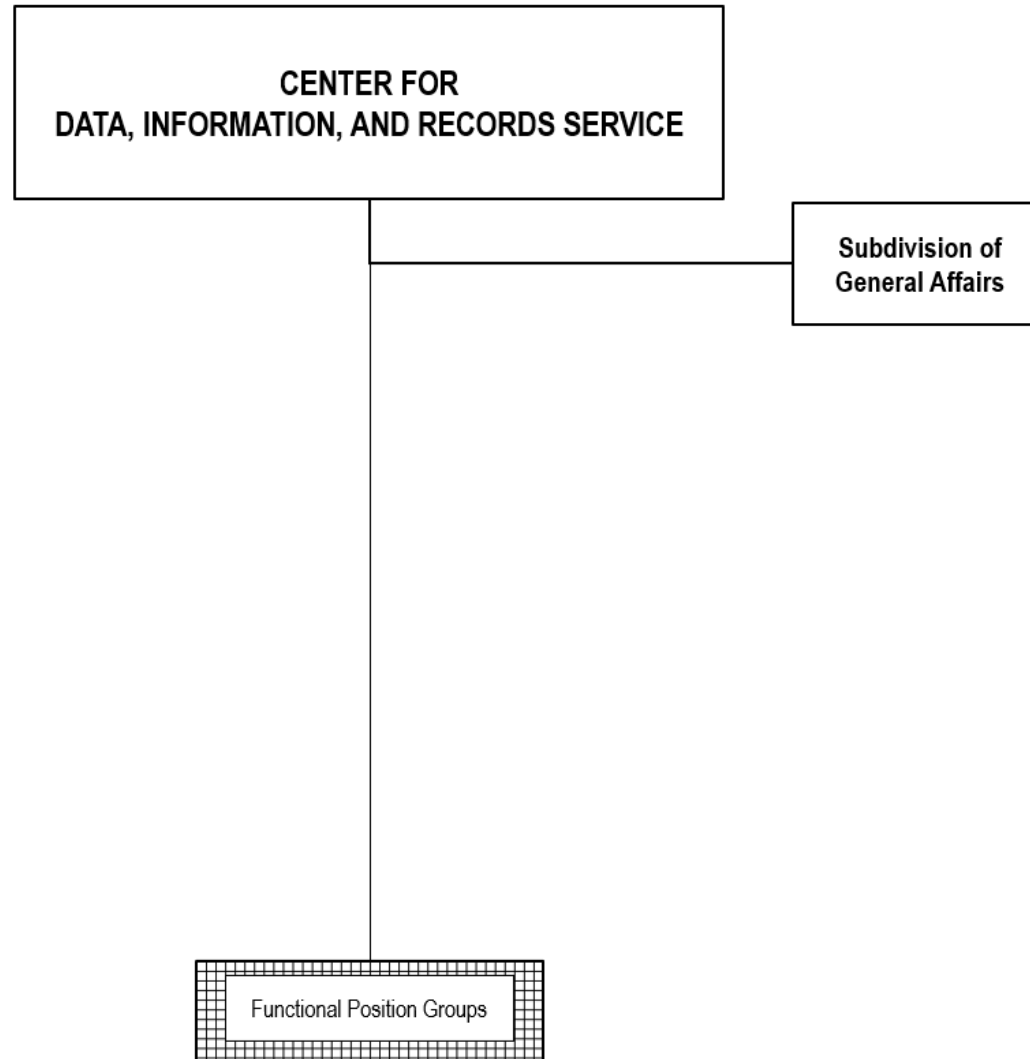
E. ORGANIZATIONAL STRUCTURE OF DEPUTY OF NATIONAL ARCHIVAL SYSTEM AND INFORMATION



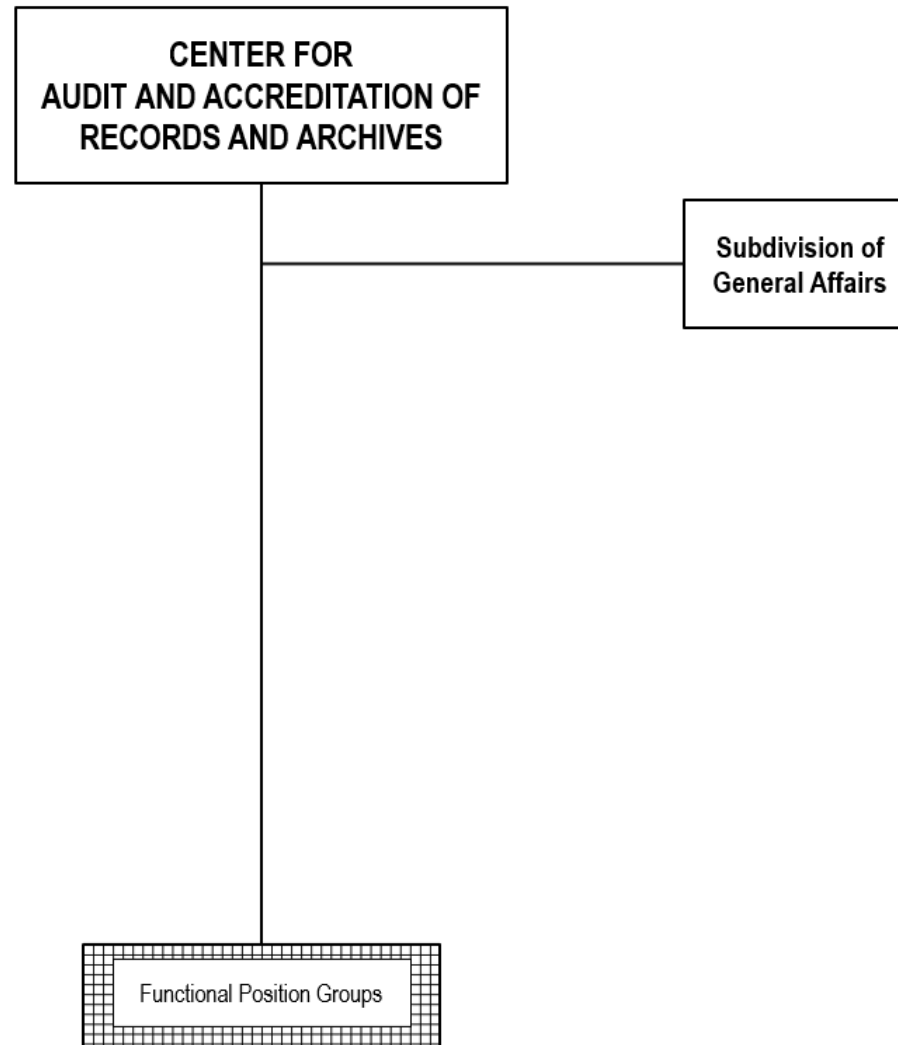
F. ORGANIZATIONAL STRUCTURE OF CENTER FOR HUMAN RESOURCES TRAINING



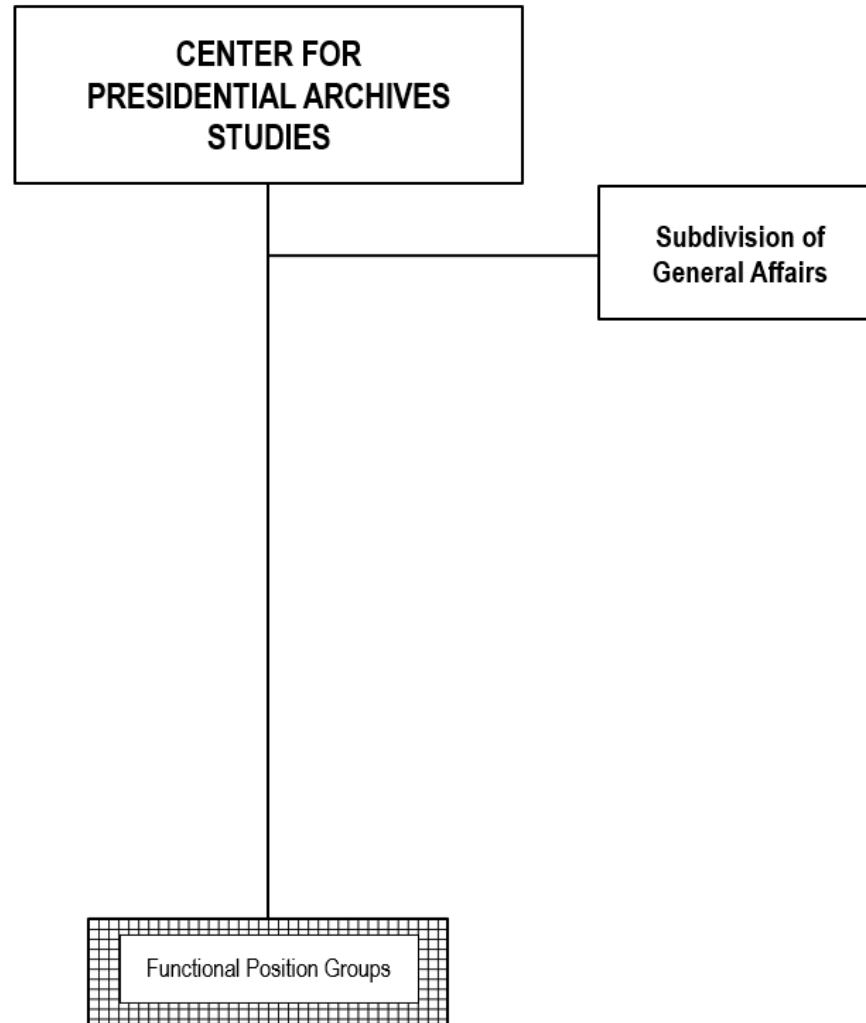
G. ORGANIZATIONAL STRUCTURE OF CENTER FOR DATA, INFORMATION, AND RECORDS SERVICE



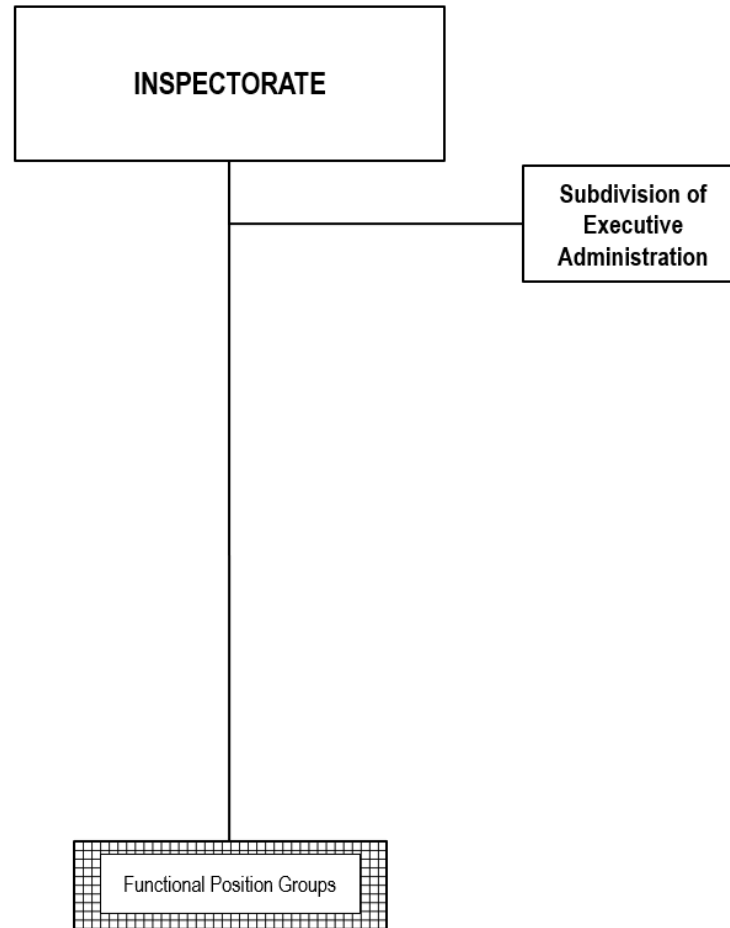
H. ORGANIZATIONAL STRUCTURE OF CENTER FOR AUDIT AND ACCREDITATION OF RECORDS AND ARCHIVES



I. ORGANIZATIONAL STRUCTURE OF CENTER FOR PRESIDENTIAL ARCHIVES STUDIES



J. ORGANIZATIONAL STRUCTURE OF INSPECTORATE



HEAD OF NATIONAL ARCHIVES OF THE REPUBLIC
OF INDONESIA AD INTERIM,

signed

IMAM GUNARTO