

Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office

Anugrah Theodorus Daeli^{1)*}, Albertoes Pramoekti Narendra²⁾ , Elizabeth Sri Lestari³⁾

¹⁾²⁾³⁾Library and Information Science Study Program, Faculty of Technology and Information, Satya Wacana Christian University, Salatiga, Indonesia

¹⁾742021005@student.uksw.edu, ²⁾alberto.pramukti@uksw.edu, ²⁾elizabeth@uksw.edu

Abstract

Background: Archives are important records that serve as historical “memories”. There are dynamic archives (actively used) and static archives (historically valuable, permanently stored, and need to be protected). Although static archives are open to the public, access is restricted to protect information, state interests, privacy, and due to limited facilities. This research will look at how the Semarang Regency Archives and Library Office manages and provides access to these static archives.

Objective: This research aims to understand the access services for static archives at the Semarang Regency Archives and Library Agency. This includes identifying the criteria for access restrictions as well as analyzing the impact of such restrictions on the static archive collection there.

Methods: This research uses qualitative methods, which means the data is in the form of descriptions of words or observations of behavior, not numbers. This method explores phenomena in their natural environment, where the researcher becomes the main data collection tool. Data is collected with various techniques (triangulation) and analyzed inductively to understand the deep meaning, not just conclude in general.

Results: Access to static archives at Semarang Regency Archives and Libraries Agency is restricted by Semarang Regent Regulation No. 27/2018 to uphold information confidentiality for law enforcement and state security. The access is categorized as open or closed, with direct access to the depot or indirect access through ANRI's online portal for archive listings and digital copies. Archives are obtained from institutions through submissions and acquisitions with specific procedures, though most have been received from regional institutions irregularly. The agency aims to remind these institutions to submit archives more consistently.

Conclusion: The research highlights that despite the mandate for integrated archive services by Regent Regulation No. 27/2018, Semarang Regency Archives and Library relies on a manual static archive system due to infrastructure limitations and lack of technologists. Access to archives is restricted to protect sensitive information, but efforts are in place for relevant collection evaluation and proper storage maintenance. Archives are classified based on local regulations, with efforts to align the classification system. The acquisition of archives predominantly involves local institutions but proactive strategies are needed to diversify sources. Overall, the research emphasizes the challenges faced by the Semarang Regency Archives and Library in transitioning to an integrated system, indicating the need for technological advancements and diversified acquisition sources.

Keywords: *Static archives; access and services; archives; public access*

INTRODUCTION

Archives are records of activities or events stored in various forms of printed and digital documents in accordance with the development of technology and information (Setiawan,

* Corresponding Author

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

2017). Archives can be used as a consideration in decision making because archives can also be said to be the center of memory and history (Fathurrahman, 2018). Based on its function, archives are divided into two categories: dynamic archives and static archives. Dynamic archives are records created by the originating institution and used within a specific period of time. According to the Regulation of the Head of the National Archives of the Republic of Indonesia (ANRI) Number 28 of 2011 on Guidelines and Services for Static Archives, static archives are records produced by the creating institution that possess historical value, have reached the end of their retention period, and are designated for permanent preservation after being verified either directly or indirectly by the National Archives of the Republic of Indonesia and/or an archival institution. Archival institutions that manage static archives are, in principle, open to the public. The same regulation ANRI Regulation Number 28 of 2011 on Guidelines and Services for Static Archives requires archival institutions to ensure public access and service to static archives, guarantee the preservation and safety of static archives as a form of national accountability, and regulate access to static archives based on the principles of openness and confidentiality in accordance with applicable provisions. Therefore, it is necessary to limit the openness of static archives stored in archival institutions for the following purposes:

1. Protect static archives that are stored, both physically and in terms of information;
2. Protecting the state's interest in state sovereignty from the interests of other countries;
3. Protecting society and the state from conflicts that can lead to national disintegration and instability related to ethnicity, religion, race and intergroup (SARA);
4. Protecting individual interests by safeguarding personal rights;
5. Respect the conditions included in the agreement to hand over static archives between the creator/owner of the archive and the archiving institution;
6. Overcoming the ability of the archive institution in terms of
 - a. Static archive retrieval aids do not meet the requirements and standards;
 - b. Archival human resources who are less competent/professional;
 - c. Unavailability of access facilities needed such as reading tools and reproduction tools

Semarang Regency Archives and Library Service is a government agency located in Semarang Regency. This agency is tasked with managing and providing services for various library and archival collections, as one of the archival agencies, of course, the Semarang Regency Archives and Library Office have static archives that are managed for access and services. Given the importance of static archives and the provisions on access services, this research will focus on the implementation of access services and how their effectiveness and impact on the physical and information of static archives at the Semarang Regency Archives and Library Service.

Previous studies on static archive services generally have limitations because they focus too broadly on the implementation of regulations in general, without specifically assessing the effectiveness of services from the users' perspective such as ease of access, speed, and accuracy. Another weakness is the lack of an integrated analysis encompassing dual impacts, in which the aspects of physical preservation and archival information management

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

are still examined separately. In addition, most of the studies are macro in scope or centered on national institutions, making them less relevant to the real conditions and resource constraints at the regional level, such as those experienced by the Department of Archives and Library of Semarang Regency.

Accordingly, this study provides a meaningful contribution through a more integrated and focused approach. The contribution includes a comprehensive evaluation of service performance by simultaneously assessing the impact of static archive circulation on both physical security and information integrity. Through a process that involves describing implementation and analyzing practical consequences, this research produces evidence-based recommendations that can be directly applied to improve service procedures. The findings also serve as a realistic evaluation model and reference for archival institutions at the district or municipal level to balance public access convenience with the crucial responsibility of preserving archives as a form of national accountability.

This research is important because static archives represent collective memory and national accountability that cannot be replaced. Poorly managed access may lead to the loss or misplacement of archival information or even potential forgery. Every circulation process involving static archive documents carries the risk of damaging the physical materials. Therefore, identifying weaknesses in service procedures through this research can provide a strong foundation for recommending improvements.

The main objectives of this study are to describe and analyze in detail the implementation of static archive access services carried out by the Department of Archives and Library of Semarang Regency, including the procedures, facilities, and human resources involved; to evaluate the level of service effectiveness in terms of ease, speed, and accuracy provided to users; and to identify the impact of access service implementation on the physical condition of static archives. Overall, the goal of this research is to evaluate the performance of the Department of Archives and Library of Semarang Regency in fulfilling its obligations to provide static archive access services in accordance with regulations, while also measuring the practical consequences of these services on the physical safety and informational integrity of archives as a national heritage

LITERATURE REVIEW

Archives

An archive is essentially a record of various activities or events created or received by different entities such as government institutions, organizations, or individuals in various forms and media that evolve alongside technological advancements. The essence of an archive lies in its informational content, which is stored systematically and in an organized manner (Mulyono, 2011), thus serving as a primary source of information, a center of memory, and an essential tool in supporting administrative, bureaucratic, and decision-making processes. Specifically, static archives are records

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

whose retention period has expired and are no longer used directly in daily administrative activities, but still possess significant historical and informational value; therefore, they are designated for permanent preservation (Law No. 43 of 2009). According to Fu'adah et al (2022), archives are documents containing important information that supports policy formulation and decision making. To ensure the accuracy and completeness of information, a good archival management system is needed so that archives can be formed in various forms, both textual and non-textual. Static archives, including printed documents, serve as authentic evidence and a primary source for educational and research purposes.

Access to and services for static archives are regulated by the Regulation of the Head of the National Archives of the Republic of Indonesia (ANRI) Number 28 of 2011, which stipulates that access is granted for purposes of utilization, empowerment, and public service. The main principle in static archive services is prudence, meaning that the integrity, security, and preservation of archives both physically and informationally must be maintained. Therefore, access to static archives must be carried out in accordance with applicable regulations, including restrictions on openness to protect the content and physical condition of archives, particularly when specific requirements are established by the archive creator.

Archives Management

According to Law No. 43 of 2009 concerning archives, archives are matters relating to archives. In general, archiving or archive management can be called an activity or process of organizing archives, starting from receiving, recording, storing, using, maintaining to destroying archives.

Meanwhile, according to Yonas et al, (2020) Archives is a source of information that has been written and is available to be presented to everyone who needs effective information. Archives is an activity related to receiving, recording, storing, using, destroying and shrinking, archives (Wursanto in Wijaya et al, 2018).

Archive Security

According to Juni, (2018) archive security is not only limited to securing important files that have information content in them, but how do we maintain these archives properly and correctly so that they are not damaged. Maintenance of archival security is an initiative to protect the physical and information aspects of the archive, which is based on a predetermined classification of security levels. This classification of archival security involves categorizing documents into specific levels, based on the potential impact that may occur if the information contained within is accessed by unauthorized parties.

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

Protection of archival information content is very important because if the information content of the archive is accessed carelessly by unauthorized people, it can harm an organization, institution, group and individual whose data is accessed by irresponsible people. Therefore, archival institutions must be able to protect this information as regulated in Article 3 of Law No. 7 of 1971 concerning the main provisions of archives that the purpose of archiving is to ensure the safety of national accountability materials regarding the planning, implementation and organization of the nation's life and to provide these accountability materials for government activities.

The interrelation among these concept centers on the process of Access and Services for Static Archives. Access is provided as a means of utilization and public service, which is a direct outcome of effective archival management practices. However, the provision of access must remain within the framework of Archive Security. The aspect of archival security serves as a fundamental principle that ensures the integrity and preservation of archives, both physically and informationally. Archival regulations require every institution to establish a security classification (ANRI Regulation No. 17 of 2011), which functions to define access limitations based on potential risks or impacts that may arise. Thus, access and services act as a bridge between the public's need for historically valuable information and the archival institution's responsibility to manage archives professionally and securely. This ensures that static archives remain protected and continue to fulfill their role as instruments of national accountability without losing their integrity or suffering physical damage.

Previous Research

Similar research has been conducted by Moh Very Setiawan, 2017 with the title "Access and Static Archive Services at the Gadjah Mada University Archives" In this study, it discusses access and static archive services at the Gadjah Mada University archives institution. The research explains that the UGM archive institution provides textual, audio-visual and cartographic archive services. The results obtained are that not all archives at the UGM archives institution are served, some archives can be accessed freely, semi-open or closed. The similarity between previous research and this research is that both use qualitative research methods.

Another similar study is the research conducted by Rahmi Fetika Putri & Elva Rahma, 2018, titled "Security and Preservation of Static Archives at the Archives and Library Department of West Sumatra Province." This study discusses the security of static archives at the Archives and Library Department of West Sumatra Province. Based on the research, it was found that the Archives and Library Department of West Sumatra secured the physical static archives by performing lamination, fumigation, and regulating room humidity/dryness and temperature. To maintain the information within the static archives, a method of controlling every person who accesses the static archives through established procedures was implemented.

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

The similarity between the previous research and this study is that both used a qualitative research method, and the research processes both involved observation and interviews.

Another similar study is the research conducted by Silma Yudhanti, 2020, titled "Factors Affecting Access and Utilization of Static Archives for the Community: A Case Study of the Library and Archives Department of Yogyakarta City." This study discusses the factors influencing the procedures for accessing and utilizing static archives for the public. Based on the research, it was found that access to and utilization of static archives at the Library and Archives Department of Yogyakarta City comply with applicable policy standards. The factors influencing the success of access to and utilization of static archives at the Library and Archives Department of Yogyakarta City include: the professionalism of archivists, the availability of facilities and infrastructure, and the existence of guidelines for accessing and utilizing static archives. The similarity between the previous research and this study is that both discuss archive access, and the research was conducted in a local archiving institution.

The difference between previous studies and this research lies in its focus and novelty. The main novelty of this study is the application of an integrated and specific dual-impact analysis an approach that has not been comprehensively implemented in previous studies within the context of regional archival management. Previous studies tend to focus on single aspects (e.g., factors for service success, access classification, or physical conservation efforts). The academic gap addressed by this research is the lack of an integrated analysis that simultaneously evaluates the effectiveness of access services and the impact of archival circulation on the physical and informational security of static archives at the regional archival institution level. In summary, this research aims to balance the demands of national accountability (through public access) with the responsibility of preserving national heritage (through archival security), offering a more comprehensive insight compared to the partial focuses found in previous archival literature.

METHODS

This study employs a qualitative approach. A qualitative approach is a research procedure that yields descriptive data in the form of written or spoken words from participants, as well as observable behavior, as explained by Moleong (2011). This qualitative research method is exploratory and conducted under the natural conditions of the research object, unlike experimental methods. In qualitative research, the researcher acts as the key instrument, data collection is carried out through a triangulation approach that combines various techniques, data analysis is inductive, and the emphasis is more on understanding meaning rather than generalization (Sugiyono, 2018).

The data collection process was carried out using the observation and interview methods. According to Subagyo (2011), observation is a method for deliberately and systematically observing social phenomena and psychological behavior, and then recording the results of these observations. The focus of the observation was to directly observe the operational process of static archives access services (application procedures, archives

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

E-ISSN: 2540-9638, ISSN: 2302-4666. © 2026 The Authors. Published by Library and Information Science Study Program, Faculty of Humanities, Universitas Diponegoro.

This is an open access article under the CC BY SA license (<https://creativecommons.org/licenses/by-sa/4.0>)
doi: <http://doi.org/10.14710/lenpust.v12i1.75973>

handover, the utilization process in the archives room) and the physical condition of the archive's depot (physical security, storage, and handling of archives by officers and users). The purpose of the observation was to verify the consistency between the formal procedures described and the actual practices in the field, as well as to identify physical risks arising from archives circulation. Meanwhile, the interview is an activity conducted by asking questions to respondents to obtain information relevant to the research topic. The resource person interviewed in this study was Eleonora Windasari Dianingrati, SST.Ars, as the head of the archives management team with the position of skilled archivist (*arsiparis mahir*). The interview was conducted on July 3, 2025, at the Archives Depot of the Semarang Regency Archives and Library Agency. The focus of the interview was to gather information regarding the policies and standards for access services, procedures for archives security classification, conservation and security efforts undertaken, and the internal perspective concerning service effectiveness and static archives risk management. The data analysis in this study was carried out through several stages. First, data reduction, which is the process of screening and selecting relevant data from observations and interviews based on the research focus. Second, data display, where the reduced information is systematically organized in a narrative descriptive form to be easily understood and analyzed further. Third, conclusion drawing and verification, which is the stage for interpreting findings based on patterns, relationships between variables, and conformity with applicable archival theory and regulations. This analysis approach was used to gain an in-depth understanding of the effectiveness of static archives access services, while simultaneously identifying the impact of service implementation on the physical condition and integrity of archival information at the Semarang Regency Archives and Library Agency.

FINDINGS

Archives and Library Department of Semarang Regency

Establishment of the Institution

"The Archives and Library Department of Semarang Regency was established based on Semarang Regency Regional Regulation (Perda) Number 21 of 2016 concerning the Establishment and Organizational Structure of Regional Apparatus of Semarang Regency. This department was formed from the merger of two previously independent institutions: the Regional Library Office and the Regional Archives Office of Semarang Regency. Before the merger, these two offices each had their own roles in managing archives and libraries in the region. Based on the latest Perda, both offices were combined into a larger work unit, namely the Regional Library and Archives Office of Semarang Regency. Through the same Perda in 2016, the Regional Library and Archives Office changed its nomenclature to become the Archives and Library Department of Semarang Regency." (Interview with Windasari, July 11, 2025).

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

Guidelines and Policies for Accessing Static Archives

Archival institutions can be defined as key cultural institutions within society that serve as central repositories for historical evidence, research, and as platforms for the public (central, regional, academic) to access static archives (Sutarwinarmo, 2008: 138). However, archival institutions also have guidelines and policies for static archive access services that must be adhered to. The policy for static archive access services at the Archives and Library Department of Semarang Regency refers to Semarang Regent's Regulation No. 27 of 2018 concerning Integrated Archive Service Guidelines. This Regent's Regulation stipulates the mechanism for static archive services, both manual and electronic. However, currently, the archival division of the Archives and Library Department of Semarang Regency cannot provide electronic services due to limited facilities and infrastructure and a lack of expert personnel in technology. Therefore, the researcher will only detail the manual static archive service system. The manual static archive service system is as follows:

- a) Every user fills out a user data book.
- b) Static archive services can only be accessed by users who present valid identification and a letter of recommendation from the head of their institution/organization.
- c) Users fill out a duplicate archive loan form (yellow and green) and submit the form to the service officer.
- d) The service officer examines the type of archive to be borrowed and coordinates with authorized officials in the service and maintenance units to obtain approval for the loan.
- e) The service officer coordinates with the static archive depot officer and submits the green loan form.
- f) The static archive depot officer provides and hands over the borrowed archive to the service officer in the service room.
- g) The service officer receives the borrowed archive from the static archive depot officer.
- h) The service officer hands over the archive to the user.
- i) The yellow loan form is kept by the service officer as proof of the loan.
- j) Once the archive has been used, the service officer notifies the static archive depot officer to retrieve the archive and exchanges the green loan form for the yellow loan form as an indication that the archive has been returned to its original storage location.

Methods of Acquiring Static Archives

The Archives and Library Department of Semarang Regency acquire archives through two methods: submission and acquisition. Windasari explained that,

“Submission of Static Archives: Institutions, organizations, or individuals can submit static archives to the archive depot by following several established procedures: The institution sends a list of static archives they wish to submit; the archival division will assess whether the archives are suitable to be designated as static archives; if deemed suitable to be static archives, the archival division will request other complete documents, for example: proof of holding a meeting to propose the submission of static archives, a letter of consideration from the internal appraisal committee, proof of archive ownership; the

Archival Institution will issue a verification letter stating that the archives are static archives; the Archival Institution will propose a decree from the regent; then proceed with the submission of static archives. Acquisition of Static Archives means that the institution acquires archives designated as static archives. The archive acquisition procedure is almost the same as archive submission; the only difference is that the archival institution will form an appraisal team and an acquisition team.” (Interview with Windasari, July 3, 2025)

The Archives and Library Department of Semarang Regency receive archives from regional and private institutions and is even open to individuals. However, to date, the static archives obtained by the archival institution have only come from regional institutions, while none have been received from private entities or individuals. Regional institutions also do not regularly submit static archives, so the archival institution is currently working to regularly remind each institution to send static archives.

Number of Collections, Storage Methods, and Classification of Static Archives

1) Static Archives Under Management

Archives, within the domain of archival science, exist in various formats and media. Their classification includes photographs, manuscripts, maps, and other documentation. Furthermore, the handling of archives now extends beyond traditional formats to also encompass digital or digitized archives (Conwaym, 2014: 1-2). Based on the data obtained, the static archives at the Archives and Library Department of Semarang Regency originate from various government institutions within Semarang Regency. The static archives owned by the Archives and Library Department of Semarang Regency are detailed as follows:

TABLE 1
Number of Static Archives at The Archives and Library Department of Semarang Regency

Form of Archive	Amount
Textual Archives	3.972 Files
Special Form Archives	
Cartography	12 Files
Audiovisual Archives	
Positive Photos	18.593 Files
Recorder	70 Titles
MiniDV	335 Titles
Video	76 Titles
Film (VHS)	135 Titles

(Static Archives of the Archives and Library Department of Semarang Regency, 2025)

2) Storage Method

According to Zahara et al. (2022), archive storage is an activity performed to preserve archival documents that hold historical value. The purpose of storing archives in regional archival institutions is to maintain the integrity and authenticity of documents with historical significance. The Archives and Library Department of Semarang Regency stores static archival documents in a special depot with controlled temperature and humidity. The

archives are wrapped in Samson paper, placed in archive boxes, arranged based on the creator of the archive or its provenance, then sorted by classification code, and organized on a roll OPAC.

3) Classification of Static Archives

Classification is the process of grouping objects with similar characteristics or features into various classes (Widiastuti et al., 2017). The archive classification system at the Archives and Library Department of Semarang Regency refers to Semarang Regent's Regulation No. 42 of 2023 concerning Archive Classification Codes. However, archives created before the 2023 Regent's Regulation still use their original classification rules. When an archive becomes a static archive, it is sorted according to its subject matter, potentially disregarding its original classification code. The following is the archive classification pattern at the Archives and Library Department of Semarang Regency based on Semarang Regent's Regulation No. 42 of 2023 concerning Archive Classification Codes.

TABLE 2
Archive Classification at the Archives and Library Department of Semarang Regency

Classification Number	Description
00	General
100	Governance
200	Politics
300	Security and Order
400	Public Welfare
500	Economy
600	Public Works and Energy
700	Supervision
800	Personnel
900	Finance

(Semarang Regent's Regulation Number 42 of 2023 Concerning Archive Classification Codes)

The descriptive findings regarding the service procedures, collection, and storage system of static archives serve as the normative and empirical basis for conducting the Integrated Dual-Impact Analysis, which constitutes the study's novelty. Through rigorous data triangulation, the manual procedures and the retrieval system are used as benchmarks to measure service effectiveness (speed and ease of access) observed in the field. Simultaneously, preventive conservation efforts and control mechanisms are analyzed as risk mitigation factors to assess their impact on physical security and informational integrity (contextual integrity). Thus, these findings are processed inductively to produce credible and in-depth conclusions regarding the extent to which the Semarang Regency Archives Office successfully aligns the mandate of public access with the principle of archival prudence (conservation) in managing static archives.

DISCUSSION

Static Archive Access Services

Archival institutions are crucial components of society, serving as repositories of historical evidence and facilitating public access to static archives. This aligns with Regulation of the Head of the National Archives of the Republic of Indonesia Number 28 of 2011 concerning Guidelines and Services for Static Archives, which states that access to static archives is for the purpose of utilization, empowerment, and public service, while observing the principles of integrity, security, and safety of the archives. However, this access is not arbitrary; there are guidelines and policies that every archival institution must adhere to, as is the case at the Archives and Library Department of Semarang Regency. At this archival institution, the mechanism for static archive services is regulated in Semarang Regent's Regulation Number 27 of 2018 concerning Integrated Archive Service Guidelines. Based on this regulation, both electronic and manual services are outlined. However, in practice, the institution currently only implements manual access service procedures. This is due to the electronic service not yet being operational, lacking supporting infrastructure and having limited technological knowledge. Manual archive services include registration and verification, loan processing, and return processing.

Although the Archives and Library Department of Semarang Regency have clear rules for static archive services, the implementation of digital services remains a challenge. Currently, all processes are still manual, involving numerous verification steps and coordination among officers. This indicates that the development of technological infrastructure and the improvement of human resource expertise are urgently needed for static archive services to operate electronically, in accordance with the Regent's Regulation.

Archive Management

Archive management is a strategy to control archives efficiently, effectively, and in an organized manner. Its goal is to ensure that archives are always available and can be utilized by the organization whenever needed (Nainggolan & Novita, 2022). The Archives and Library Department of Semarang Regency has archive management procedures, which include acquiring archives from regional institutions through submission from archive creators and acquisition, providing classification codes to facilitate retrieval, and storing archives in special rooms to maintain the physical integrity and information of the archives. The following details how archive collections are stored and classified at the Archives and Library Department of Semarang Regency.

1) Methods of Acquiring Archives

The Archives and Library Department of Semarang Regency obtain archives through two primary methods: submission and acquisition. There is a procedure when regional institutions wish to submit archives to the archival division for storage: they submit a list of archives to be provided; the archives will be assessed for suitability by the archival division; if suitable, the institution is requested to complete supporting documents (such as

proof of proposal meetings, internal recommendations, and proof of ownership); the Archival Institution will issue a verification letter; a Regent's Decree is then proposed; and only then is the static archive submission process carried out. Archive acquisition also follows a similar method to submission, but the Archival Institution will form a special team to appraise and acquire archives (Interview with Windasari, July 3, 2025).

2) How Archives are Classified

Classification is a method of grouping objects that share similar characteristics (Widiastuti et al., 2017). The Archives and Library Department of Semarang Regency classifies its archives following Semarang Regent's Regulation Number 42 of 2023 concerning Archive Classification Codes. However, archives created before this regulation still use their old classification system. When archives become static, their arrangement can be based on their content or subject matter, potentially even superseding their initial classification code. The classification system used, based on the latest Regent's Regulation, includes categories such as: General (00), Governance (100), Politics (200), Security and Order (300), Public Welfare (400), Economy (500), Public Works and Energy (600), Supervision (700), Personnel (800), and Finance (900).

3) How Archives are Stored

Archive storage aims to preserve the integrity and authenticity of historical documents (Zahara et al., 2022). The Archives and Library Department of Semarang Regency stores them in a special depot with controlled temperature and humidity. Archives are wrapped in Samson paper, placed in archive boxes, then arranged based on their creator, sorted according to their classification code, and placed on roll opac shelves.

The Archives and Library Department of Semarang Regency manage static archives in two main ways: submission and acquisition, both of which have clear stages to ensure that the received archives are suitable. For archive grouping, they adhere to Semarang Regent's Regulation Number 42 of 2023, although older archives still follow their original classification system; static archives can also be arranged based on their topic or issue. To keep archives intact and authentic, they are stored in a special depot with controlled temperature and humidity. Storage also utilizes special packaging and is systematically arranged on roll opac shelves based on their creator and classification code. Based on these statements, the management of static archives at the Archives and Library Department of Semarang Regency demonstrates a structured system guided by clear regulations, but also has the potential for further development.

CONCLUSIONS

Based on the discussion explained previously, the researcher concludes that Although Regent's Regulation Number 27 of 2018 mandates integrated archive services, both manual and electronic, the Archives and Library Department of Semarang Regency still heavily rely on a manual system because Static Archive Access Services are still predominantly manual. The implementation of electronic services faces obstacles such as lack of infrastructure and

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

insufficient technology experts. This indicates an urgent need for modernization, as demonstrated by the detailed manual procedures from filling out user data books to borrowing and returning archives.

Access to static archives is not entirely open. Categories for open and restricted access are regulated in Regent's Regulation Number 27 of 2018. Legal interests, as well as intellectual property, national security, and personal data, are aspects intended to be protected by these access restrictions. There are two categories of access: direct access, which means visiting the archive depot, and indirect access, which involves using JIKN ANRI (National Archival Information System of Indonesia) combined with electronic correspondence. However, currently, indirect access is limited to sending soft file copies.

The quantity of static archive collections is still undergoing re-evaluation. This is due to an assessment of the relevance of existing archives. The storage method for printed archives has implemented good conservation standards, namely storage in special depots with temperature and humidity control, the use of protective materials such as Samson paper and archive boxes, and arrangement based on the creator, classification code, and roll opac.

The archive classification system refers to Semarang Regent's Regulation Number 42 of 2023, but archives created before this regulation still use the archive creator's rules, or their original rules. Another interesting phenomenon is the flexibility in sorting static archives, where the core issue of the archive can be the basis for sorting, sometimes even surpassing the formal classification code hierarchy.

The acquisition of static archives occurs through mechanisms of submission and acquisition. Although both avenues are widely open, observations indicate that the primary source of static archives is still dominated by regional institutions. The lack of regular submissions from various parties, including the private sector and individuals, presents a significant challenge that requires proactive strategies.

AUTHOR CONTRIBUTIONS

[Anugrah Theodorus Daeli]: Researcher, writing the original draft, editing. [Albertoes Pramoekti Narendra]: Review and editing. [Elizabeth Sri Lestari]: Investigation.

CONFLICTS OF INTEREST

The authors declare no conflict of interest.

FUNDING

This research received no specific grant from any funding agency.

ACKNOWLEDGMENTS

We thank everyone who helped us during the research and writing of this draft.

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

REFERENCES

- Arsip Nasional Republik Indonesia. (2011). *Peraturan Kepala Arsip Nasional Republik Indonesia Nomor 28 Tahun 2011 tentang Pedoman Akses dan Layanan Arsip Statis*. <https://jdih.anri.go.id/peraturan/peraturan-kepala-arsip-nasional-republik-indonesia-no-28-tahun-2011>
- Conway, P. (2015). Digital transformations and the archival nature of surrogates. *Archival Science*, 15(1), 51–69. <https://doi.org/10.1007/s10502-014-9219-z>
- Dahlia, R. (2022). *The role of the Gayo Lues District Archives and Library Service in developing an inclusive social-based library* (Doctoral dissertation, UIN Ar-Raniry). <https://ejournal.uinmybatusangkar.ac.id/ojs/index.php/jipis/article/view/8657/3268>
- Fathurrahman, M. (2018). The importance of archives as a source of information. *JIPI (Jurnal Ilmu Perpustakaan dan Informasi)*, 3(2), 215–225. <https://jurnal.uinsu.ac.id/index.php/jipi/article/view/3237>
- Fu'adah, A. A., Sholihah, N., & Masthuroh, M. (2022). Pengelolaan arsip dalam menunjang layanan informasi pada bagian tata usaha di madrasah aliyah negeri. *Munaddhomah: Jurnal Manajemen Pendidikan Islam*, 3(1), 57–69. <https://pasca.jurnalikhac.ac.id/index.php/munaddhomah/article/view/113>
- Indonesia. (1971). *Undang-Undang Nomor 7 Tahun 1971 tentang Ketentuan-Ketentuan Pokok Kearsipan*. <https://peraturan.bpk.go.id/Download/36549/UU%20Nomor%207%20Tahun%201971.pdf>
- Indonesia. (2009). *Undang-Undang Nomor 43 Tahun 2009 tentang Kearsipan*. <https://peraturan.bpk.go.id/Details/38788/uu-no-43-tahun-2009>
- Jannana, N. S., & Fadhilah, R. S. N. (2019). Manajemen arsip sebagai bagian hidup organisasi: Studi kasus di Dinas Perpustakaan dan Kearsipan Kota Magelang. *MANAGERIA: Jurnal Manajemen Pendidikan Islam*, 3(2), 335–351. <https://doi.org/10.14421/manageria.2018.32-07>
- Kabupaten Semarang. (2018). *Peraturan Bupati Semarang Nomor 27 Tahun 2018 tentang Pedoman Layanan Arsip Terpadu*. <https://jdih.semarangkab.go.id/>
- Moleong, L. J. (2011). *Metodologi penelitian kualitatif* (Edisi revisi). PT Remaja Rosdakarya.
- Muhammad. (2000). *Lembaga-lembaga keuangan umat kontemporer*. UII Press.
- Mulyono, S., Partono, & Kuswantoro, A. (2011). *Manajemen kearsipan*. Liberty.

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

- Nainggolan, C. M., & Novita, V. (2022). Sistem pengelolaan arsip pada PT Socfin Indonesia (Socfindo) Medan. *Prosiding Konferensi Nasional Social & Engineering Polmed (KONSEP)*, 3(1), 175–183. <https://konsep.polmed.ac.id/>
- Permana, R., & Rohmiyati, Y. (2019). Analisis preservasi arsip statis tekstual sebagai upaya pelestarian arsip. *Jurnal Ilmu Perpustakaan*, 6(3), 71–80. <https://ejournal3.undip.ac.id/index.php/jip/article/view/23134>
- Putri, R. F., & Rahmah, E. (2018). Keamanan dan preservasi arsip statis di Dinas Kearsipan dan Perpustakaan Provinsi Sumatera Barat. *Ilmu Informasi Perpustakaan dan Kearsipan*, 7(2), 139–149. <https://media.neliti.com/media/publications/327584-pengamanan-dan-penyelamatan-arsip-statis-11bbbe88.pdf>
- Rahmawati, F. A., & Indrahti, S. (2017). Evaluasi implementasi kebijakan layanan arsip statis pada Badan Arsip dan Perpustakaan Daerah Provinsi Jawa Tengah. *Jurnal Ilmu Perpustakaan*, 6(1), 271–280. <https://ejournal3.undip.ac.id/index.php/jip/article/view/23085>
- Riasmia, A. (2016). Manajemen kearsipan. *Khazanah: Jurnal Pengembangan Kearsipan*, 9(3), 65–70. https://www.researchgate.net/publication/327478558_Manajemen_Kearsipan/link/5b91d6e6a6fdccfd541f8364/download?_tp=eyJjb250ZXh0Ijp7InBhZ2UiOiJwdWJsaWNhdGlubiIsInByZXZpb3VzUGFnZSI6bnVsbH19
- Risparyanto, A. (2022). Pengelolaan arsip perpustakaan. *Buletin Perpustakaan*, 4(2), 161–172. <https://journal.uui.ac.id/Buletin-Perpustakaan/article/view/22235>
- Septiani, P., Batubara, A. K., & Ali, M. N. (2024). Analisis preservasi arsip statis pada Dinas Kearsipan dan Perpustakaan Kabupaten Labuhanbatu. *Jurnal Pendidikan, Bahasa dan Budaya*, 3(2), 39–59. <https://journal.amikveteran.ac.id/index.php/jpbb/article/view/3043>
- Setiawan, M. V. (2017). Akses dan layanan arsip statis di Lembaga Kearsipan Universitas Gadjah Mada. *Libraria*, 6(1), 47–62. <https://libraria.fpti-jateng.or.id/index.php/lib/article/view/6>
- Subagyo, P. (2011). *Metode penelitian dalam teori dan praktik*. Rineka Cipta.
- Sugiyono. (2018). *Metode penelitian manajemen*. Alfabeta.
- Sutarwinarmo. (2008). Pentingnya peraturan pembatasan arsip statis dalam layanan arsip: Sebuah usulan. *Jurnal Kearsipan*, 3, 1–12. <https://jurnalkearsipan.anri.go.id/index.php/ojs/article/view/17>

Cite this article: Daeli, A. T., Narendra, A. P., & Lestari, E. S. (2026). Implementation of Print Static Archive Access Services at Semarang Regency Archives and Library Office. *Lentera Pustaka: Jurnal Kajian Ilmu Perpustakaan, Informasi dan Kearsipan*, 12(1), 51–66. <http://doi.org/10.14710/lenpust.v12i1.75973>

- Widiastuti, N. I., Rainarli, E., & Dewi, K. E. (2017). Summarization and support vector machine in document classification. *Jurnal Infotel*, 9(4), 416–421. <https://ejournal.itelkom-pwt.ac.id/index.php/infotel/article/view/312>
- Widiastuti, W., & Krismayani, I. (2021). Menyelamatkan nilai informasi melalui preservasi arsip statis di Balai Pelestarian Cagar Budaya Yogyakarta. *Anuva: Jurnal Kajian Budaya, Perpustakaan, dan Informasi*, 5(1), 113–123. <https://doi.org/10.14710/anuva.5.1.113-123>
- Yonas, K. (2020). *Sistem pengelolaan arsip dalam upaya meningkatkan efektivitas penjaminan penyimpanan arsip pada Dinas Kearsipan dan Perpustakaan Provinsi Jawa Timur* (Undergraduate thesis, Universitas 17 Agustus 1945 Surabaya). <https://repository.untag-sby.ac.id/5731/9/SISTEM%20PENGELOLAAN%20KEARSIPAN%20DALAM%20UPAYA%20MENINGKATKAN%20EFEKTIVITAS%20TERJAMINNYA%20PENYIMPANAN%20ARSIP%20PADA%20DINAS%20PERPUSTAKAAN%20DAN%20KEARSIPAN%20PROVINSI%20JAWA%20TIMUR%281%29.pdf>
- Yudhanti, S. (2020). Faktor-faktor yang memengaruhi akses dan pemanfaatan arsip statis bagi masyarakat: Studi kasus pada Dinas Perpustakaan dan Kearsipan Kota Yogyakarta. *Diplomatika: Jurnal Kearsipan Terapan*, 3(2), 98–109. <https://journal.ugm.ac.id/diplomatika/article/viewFile/57712/28868>
- Zahara, C. I., Mursyidin, M., Mardhiah, N., & Fadhil, Z. (2022). Manajemen Arsip Untuk Meningkatkan Pemeliharaan Arsip Statis Dinas Perpustakaan Dan Kearsipan Kabupaten Aceh Barat. *Journal of Social Politics and Governance (JSPG)*, 4(2), 67–78. <https://doi.org/10.24076/jspg.v4i2.888>