
Analysis of Depreciation of Archives in The Central Khazanah Archives

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Abstract

Background of the study: The Bank Indonesia Representative Office creates and produces large numbers of archives every day. Bank Indonesia Representative Offices have their own system regarding records, namely MDBI (Bank Indonesia Document Management) which is supported by technology-based application tools, namely the BI-Records Management System (BI-RMS). This application is a system in the archive management process that is used regarding the form of activity of receiving or sending, filing, storing, using, maintaining, securing, and depreciating archives.

Purpose: Knowing how to depreciate archives at Bank Indonesia Bengkulu Province and the obstacles in depreciating such archives.

Method: This study used a qualitative case study method. Data collection was carried out through systematic observation and in-depth interviews with informants.

Findings: The results of the study stated that there were several obstacles in shrinking archives. Transfer of archives is carried out based on the notification of the list of archives transferred to the BI-RMS system that appears when the archivist opens the system. In transferring archives, there are still several documents that do not have a code so that in determining KMJRBI, those who do not know the main tasks of the archive creation unit will likely be hampered in determining the archive classification code so that the archive depreciation process becomes less effective.

Conclusion: The difficulty of determining the JRA for certain documents lies in the fact that JR of several different documents takes considerable for archivists to determine the JRA. In response to these obstacles, the Bengkulu Province Bank Indonesia Representative Office can conduct training to improve archivist competence in managing records, especially in the depreciation section.

Keywords: Archive Depreciation, Archivist, Archive Management

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Introduction

Every activity carried out by an organization will always create an archive. Archives are records of information in various media formats that are made to plan, bring together, and carry out the activities of organizations and government agencies (Muljono et al., 2016). The institution responsible for overseeing the country's financial system is called the Central Bank. Bank Indonesia is a government institution that is independent in carrying out its duties, functions, and authority as a central bank. Given its relatively large scope of work, Bank Indonesia has several KPw (Representative Offices) both nationally and internationally. As with the domestic Representative Office, it is a Representative Office of Bank Indonesia. The duties of the Bank Indonesia Representative Office are outlined in the three main pillars listed on the [Bank Indonesia website \(2022\)](#), namely: 1) Imitate and carry out monetary policy; 2) Manage and maintain a smooth payment system; 3) Financial system stability

Based on this task, the Bank Indonesia Representative Office creates and produces large amounts of archives every day. Archives function as a very strategic source of information (Akbar et al., 2017). Bank Indonesia Representative Offices have their own system regarding records, namely MDBI (Bank Indonesia Document Management) which is supported by technology-based application tools, namely the BI-Records Management System (BI-RMS). This application is a system in the archive management process that is used regarding the form of activity of receiving or sending, filing, storing, using, maintaining, securing, and depreciating archives.



Figure 1. Bank Indonesia Document Management

Source: [Department of Logistics and Facility Management Services and Records Division \(2022\)](#)

One of the archives managements from Bank Indonesia Document Management (MDBI) is archive depreciation. The archive depreciation process includes transferring inactive documents from the processing unit to the archival unit and submitting unused documents to an archival organization or institution to determine the volume of an archive. There are uses for archives, including making it easier for archive writers to search, return evidence, and save space and space efficiency (Saraswati & Husna, 2020). The archive depreciation process is carried out in accordance with the authority rules supported by the archive system.

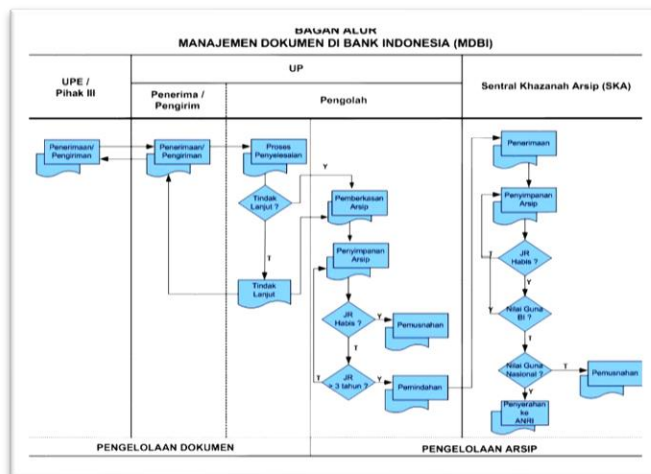


Figure 2. Bank Indonesia Document Management Flowchart
 Source: Department of Logistics and Facility Management Services and Records Division (2022)

Based on pre-research activities and interviews with one of the employees at the Bank Indonesia Representative Office in Bengkulu Province, it was conveyed that the types of archives at the Bank Indonesia Representative Office in Bengkulu Province consist of Bank Indonesia Regulations, Bank Indonesia Board of Governors Regulations, and Bank Indonesia External Circular Letters which are divided into proposals, surveys, incoming and outgoing letters. As well as the type of Bank Indonesia Intern circular letter archive which is divided into M.01 for documents to each work unit, M.02 for office processes is made by each unit, Disposition Sheet, BI-ERP (Bank Indonesia - Enterprise Resource Planning), PB (Payments), and PBT (Cash Payments). Researchers received information that the collection of archives managed at the Central Khazanah Archive (SKA) currently totals 562 folders in 72 boxes and 1,066 files in 31 bundles which are neatly arranged according to an alphabetical filing system (code letters) or alphabetical order on eight shelves of the Central Treasure Archive (SKA). Bundles are for financial archive files while archive boxes are used as archive files in folders. Archive storage for each work unit in the filing cabinet inputted in the BI-RMS (Bank Indonesia – Record Management System) totals 572 data.

Archives that have expired may be destroyed. If the archive that is still being used has its retention period expired but the archive file is still needed, then the maximum delay of the file is how long the retention of the archive file is. If the retention time is five years, the maximum time to suspend the archive file is in the range of 1 to 5 years and cannot exceed the specified period. Before the archives are destroyed, a draft of the destruction is made, a report is made beforehand, and the archives are re-examined for availability. The archive is valid for less than three years and is carried out by the work unit itself.

This activity has problems if documents have not been inputted into the Bank Indonesia-Records Management System (BI-RMS) system, thus there is a need to first look for the most appropriate Archive Retention Schedule (JRA); archive retention in the Bank's archive retention policy takes into account applicable laws and regulations required to keep archives for a certain period of time, laws and regulations governing law enforcement processes, and the benefits of financial accountability (National et al., 2017).

Based on previous research entitled Implementation of the Inactive Archives Depreciation System in the Administrative Unit of the Ma'arif Doro Vocational School, Pekalongan Regency (Mulyapradana & Zulaekho, 2018), which discusses how the implementation of the inactive archives depreciation system with the findings has not fully



implemented inactive archives depreciation, because there is no archive retention list, the archive depreciation system is still unclear, as well as the process of transferring and implementing it, a less formal archive destruction. Likewise, research entitled *Analysis of Archive Shrinkage in Efforts to Save Useful Archives at the Central Java High Court* ([Setyadi, 2019](#)) explains that the Central Java High Prosecutor's Office did not complete the entire process of shrinking archives. The submission process to archives has never been done before and is a standard guideline for archival assessment in determining the durability of active and inactive archives and the final fate of archives and there is no schedule for archive retention. Meanwhile, the research entitled *Study of Case Study Archive Transfer Procedures at Bank Indonesia* ([Susiani, 2020](#)) states that the number of Bank Indonesia archives has increased from 2015-2017 and continues to increase to date. With the help of this information, Bank Indonesia can estimate the storage space capacity of the archive unit and analyze the growth of archives every year.

Previous research entitled *Analysis of Archive Depreciation in the Central Treasury of Bank Indonesia Representative Archives (KPw) in Sibolga City* by [Aisyah Romauli Harahap \(2020\)](#) examined archive depreciation in the Central Treasurer Archives of Bank Indonesia Representative Office (KPw) in Sibolga City and; the point is to determine whether active and inactive archives are not combined. In depreciating archives at the Representative Office (KPw) of Bank Indonesia, Sibolga City, there = there is a long list of obstacles encountered in the licensing process. After the archives are grouped according to the Archive Retention Schedule (JRA) guidelines, the results of the report are submitted to the Archives Treasury Center at the Bank Indonesia Representative Office (KPw) in Sibolga City to obtain approval for archive destruction.

Based on previous studies, this research is different because it first discusses the analysis of archive depreciation with the processes of transfer, destruction and submission which have been regulated in Bank Indonesia Document Management (MDBI). Therefore, the depreciation of archives has not complied with the provisions, which is a problem in the depreciation of the archives of the Bank Indonesia Representative Office, Bengkulu Province. Second, the selection of the research location, namely the Bengkulu Province Representative Office of Bank Indonesia, is because the authors are interested in how is the process of shrinking archives at institutions with a higher level than previous research.

Method

Research Type

This study used a qualitative approach to the Case Study of the Bank Indonesia Representative Office in Bengkulu Province according to [Sugiyono \(2014\)](#) explaining that triangulation is a data collection method used to study natural objects, where the researcher is the main instrument; this method is based on the concept of postpositivism with combined data collection or triangulation. In this case, qualitative methodology refers to the research approach used as a research tool to design research studies, and collect and analyze research data ([Noor & Grataridarga, 2019](#)).

Informant Determination Techniques

The selection of informants was carried out by taking into account the criteria determined by the researcher to achieve the research objectives. The subject of this research is considered capable of providing comprehensive and relevant information for research purposes. Individuals who offer information related to the data that researchers need related to the research being carried out are referred to as informants in qualitative research, where informants are expressions used to describe research subjects.



Data Analysis Technique

The data analysis technique that will be carried out in this study is qualitative data analysis by quoting the concepts of Miles and Huberman (cited in [Danuri & Maisaroh, 2019](#)). The data analysis process will be carried out in three stages, namely data reduction, data presentation, and drawing conclusions from the data.

Result and Discussion

Bank Indonesia (BI) was first established in 1953. To be precise, on July 1, 1953 after the enactment of the Basic Law on Bank Indonesia. President Soekarno at that time established Bank Indonesia in order to nationalize the banking sector in Indonesia. The representative office of Bank Indonesia Province of Bengkulu was established in 1972 and was inaugurated on September 14, 1974, having its address at Jalan Jendral Ahmad Yani No.1.

The initial step for depreciating archives is by looking at the Archive Retention Schedule (JRA) if the agency has JRA, the depreciation process can be carried out in three stages, namely transferring inactive archives, destroying archives that have exhausted their JRA and submitting static archives to archival institutions ([Mulyapradana & Zulaekho, 2018](#)). The depreciation process is carried out according to the rules of the authority supported by the archive system. Archives and metadata must be retained for the period specified in the disposition authority (archive retention). The accumulation of archives in institutions raises the need for archivists who will manage, compile, evaluate and reduce archives so that they do not accumulate in one unit ([Lolytasari, 2015](#)). In carrying out depreciation, Bank Indonesia follows the Bank Indonesia Document Management (MDBI) guidelines in accordance with the Archive Retention Schedule (JRA) ([Fahmi, 2017](#)).

JRA is determined based on problem classification. Based on the classification of problems regarding intervention/sterilization and window facility, the archive retention schedule is 10 years for securities transactions, deposit transactions, forex transactions, derivative transactions, the archive retention schedule is 3 years for archives that still have use value and will be reviewed if the archive retention period is already empty. Depreciation carried out at Bank Indonesia is such as transferring management of records and metadata to a responsible organization, destroying records and metadata, suspending records and metadata with the approval of an Assistant Director-level official, where the new JR may not be longer than the old JR, transfer of control over institutional or external archival records and metadata for permanent storage. Three indicators of analysis of archive transfer, archive destruction, and archive submission are used to determine the actions of the Bengkulu Province Bank Indonesia Representative Office to depreciate archives.

Archive Transfer

Transferring archives to another storage area after reaching a certain age or duration is called moving archives. However, this can be used as material to improve the transfer stage which, in the transfer process, as stated by [Suwanda \(2020\)](#), requires supporting documents such as transfer minutes and a list of files signed by the sender and recipient that are needed during the transfer procedure. Every state institution and government agency has regulations governing the implementation of file transfers. As well as to make it easier to retrieve archives, it is necessary to determine an archive storage system. Based on the results of interviews with KPw BI Bengkulu, in this case the transfer of archives was carried out by sorting the files transferred through the BI-RMS system, entering the archive files into the archive box, printing the list of contents of the box and including the serial number of the archive box by inputting it into the BI-RMS system, UP officials check the suitability of the contents of the box with the archive files to be transferred, then the management unit validates the approval of the files to be moved, the SKA Validator validates the approval of the process of receiving archival



documents to be transferred, and UP officers carry out the transfer of archive files from UP to SKA. Based on the results of observations, it shows that at the time of transfer of archives there are still archives that, when re-examined, are still incomplete or confused, both from the serial number of the file and the list of contents of the archive, so that the accuracy of the archivist is needed. The archive box has been equipped with a box number and a list of box contents.

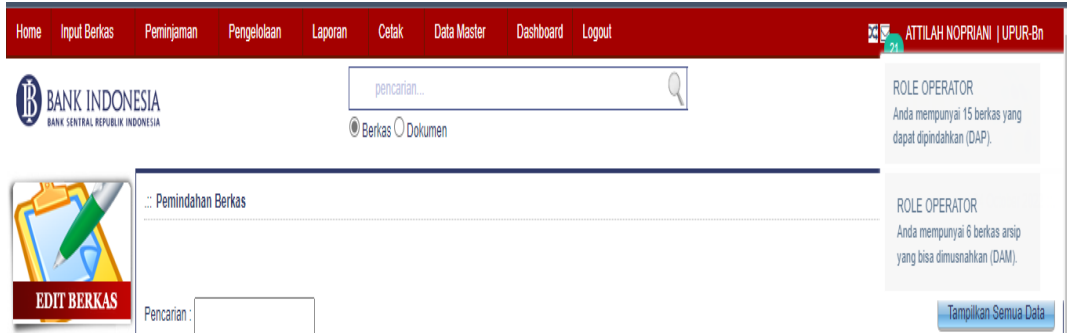


Figure 3. Notification of DAP Notification on the BI-RMS System
Source: Documentation on the BI-RMS application January 2023

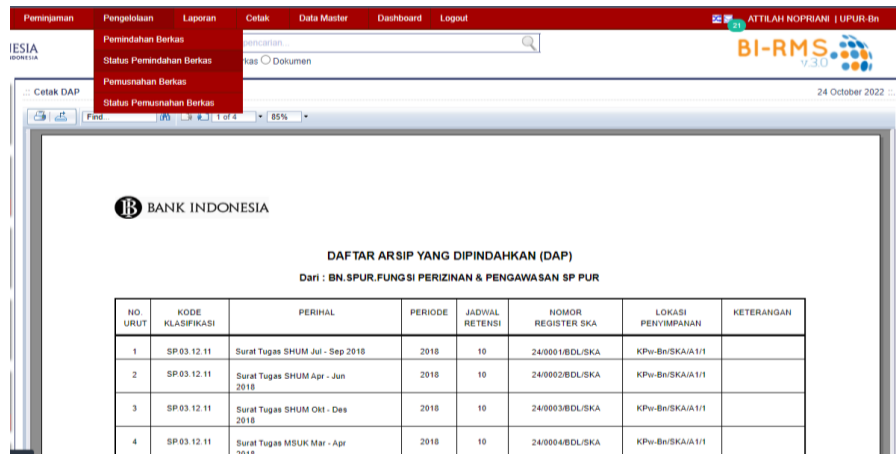


Figure 4 Transfer Status of DAP Print Files in the BI-RMS System
Source: Documentation on the BI-RMS application, January 2023



Figure 5. Checking and Assigning Box Numbers in the BI-RMS System
Source: Documentation on the BI-RMS application, January 2023



Figure 6. SKA Archive Storage Room

Source: Bank Indonesia Representative Office, Bengkulu Province, January 2023

Based on the description of the figure above, it can be concluded that the transfer of archives is carried out based on the notification of the list of archives transferred to the BI-RMS system which will appear when the archivist opens the system, so that the status of the transfer of printed DAP files can be carried out in the BI-RMS system, to obtain an archive transfer box number, archive tracking is carried out and the box number is assigned to the BI-RMS system as shown in Figure 5. The management unit official checks the suitability of the box contents list with the archive files to be transferred. Figure 6 shows a picture of the archive storage space at the Central Khazanah Archives which has been completed with box numbers and a list of contents of the archive boxes.

Based on the analysis conducted by the researchers, it was found that, at the stage of transferring files, the Bank Indonesia Representative Office in Bengkulu Province had fulfilled the elements of the transfer requirements, but it was not yet clear. The researcher found that there were still archives whose files, when checked again, were still incomplete or the serial number of the file was wrong with the list of contents of the archive. However, this can be used as material to improve the transfer stage which, in the transfer process, as stated by [Sugiarto & Wahyono \(2016\)](#), requires supporting documents such as minutes of transfer and a list of files signed by the sender and recipient required during the transfer procedure. In contrast to previous research by [Susiani \(2020\)](#), the BI-RMS program enables the performance of file transfer operations. Its use in this study is limited by the absence of program updates, so it is not effective and efficient. For example, during the transfer process, data have been entered into the BI-RMS application and the List of Transferred Files (DAP) does not need to be entered again into the BI-SASKA program.

Archive Destruction

Archive destruction is the physical destruction of records that have served their purpose and no longer have use value. In this case, the researcher asked questions regarding the method used in the destruction of archives at KPw BI Bengkulu. Based on interviews with research informants, in the destruction of archives a list of archives to be destroyed (DAM) is made and an assessment is carried out by forming an archive assessment committee if the archives have a retention period of more than 10 years, and report to the validator to obtain approval to destroy the archives. Based on field observations, it shows that at the time of destroying the archives this was done using a mixing machine. Records that have been destroyed have also been considered regarding their use value and the retention schedule so that no archives have been destroyed without prior consideration because the list of archives to be destroyed must be made

a DAM through the BI-RMS application, as shown below.

NO URUT	KODE KLASIFIKASI	PERIHAL	PERIODE	JADWAL KETENSI	JUMLAH ARSIP	KETERANGAN
1	SF03.10.02	BBM: Bulan Agustus 2019	2019	1	1	1 (2 Tahun)

Figure 7. List of archives to be destroyed (DAM)

Source: Documentation on the BI-RMS application, January 2023



Figure 8 Archive Mixing Machine

Source: Bank Indonesia Representative Office, Bengkulu Province, January 2023

Based on the information in Figure 7, an example of a list of archives to be destroyed (DAM) is an assessment of the destruction of records that have expired. Based on the results of field observations Figure 8 shows a blending machine in the process of destroying archives in order to remove the physical form and the information held in an archive can no longer be recognized. Based on the information obtained from the informants regarding the archive destruction stage, the researcher analyzed that the Bank Indonesia Representative Office in Bengkulu Province made a list of records to be destroyed (DAM) and an assessment was carried out by forming an archive assessment committee if the archives had a retention period of more than 10 years. Destruction of archives is done by blending using a machine. This can be seen from the procedure for destroying archives so that the contents cannot be recognized by Bank Indonesia, guided by the MDBI. Whereas, in the research entitled Implementation of the Inactive Archives Depreciation System in the Administrative Unit of SMK Ma'Arif Doro, Pekalongan Regency ([Mulyapradana & Zulaekho, 2018](#)), it has not fully implemented depreciation of inactive archives, because there is no archive retention list, the archive depreciation system that remains unclear, as well as the process of transfer and implementation is less formal archive destruction.

Archive Submission

Submission of archives is a transfer of authority to store and maintain an archive from state, private and individual institutions to ANRI. Researchers submit regarding the method used in submitting archives at KPw BI Bengkulu. Based on this, regarding the answers from the informants, it is known that the method used in carrying out the submission of archives is submitted to the archival institution by carrying out through UKKP asking for approval for submission of archives to the Deputy Governor in charge of archives attached with an assessment report and submission proposal. Based on the results of observations found by researchers, there is no process for submitting archives from the Bank Indonesia Representative Office in Bengkulu Province to ANRI.

The researcher analyzed that, at the stage of submission of archives, the Bank Indonesia Representative Office of Bengkulu Province did not yet have a process for submitting archives, this was because there were no documents that were important or related to national interests. All archives in the KPw BI Bengkulu can still be managed by BI itself and there is still enough space for now, even though the Bank Indonesia Representative Office for Bengkulu Province has confidential documents, but these are still within the scope of the KPw BI Bengkulu, as it is known that the reason for archives submitted are as archives that have interest and do not have storage places or archives that have historical value. This was also explained by [Harahap \(2020\)](#) in his research explaining that submission of archives to ANRI is the final stage in the life scope of an archive.

In a study entitled *Analysis of Archive Depreciation in Efforts to Save Useful Archives at the Central Java High Court* ([Setyadi, 2019](#)), the submission process to archives has never been done before and is a standard guideline for evaluating archives in determining the durability of active and inactive archives and their final fate, and there is no archive retention schedule. The rescue carried out includes primary utility documents such as financial records, administrative activity archives, office building work affairs archives, and the interests of outsiders or the general public, such as case files and case statistics and photo archives of valuable historical events. The obstacle lies in evaluating unstructured archives, because there are no references in the JRA format ([Arizola, 2014](#)).

Based on the results of the interviews it can also be seen that submission of archives at the Bank Indonesia Representative Office in Bengkulu Province has procedures for MDBI for submission of archives to the national archival institution. This is related according to [ANRI \(2015\)](#) and the steps in destroying archives such as archival assessors are formed, the selection of archives, making a list of proposed archives to be destroyed, the appraisal committee gives an assessment, seeks approval from the creators of the archives, determines the archives to be destroyed, and then extermination is carried out.

Obstacles Faced by Archivists

Institutions and organizations have to overcome a number of challenges. Currently, archive work has been delayed due to challenges of archive depreciation, such as at the Bank Indonesia Representative Office in Bengkulu Province. In order to present complete, fast and accurate information, it is necessary to have a proper system and work procedures in the field of archiving. Archives play an important role in the process of presenting information to leaders in making decisions and setting policies. Given that the topic of archiving has not received sufficient attention in information networks, it is necessary to have effective and efficient work instructions. From the results of observations and interviews that have been conducted by researchers, it is known the obstacles faced by the Bengkulu Province Representative Office of Bank Indonesia regarding archive depreciation. Maintenance Aspects Dynamic archive management is very effective when viewed from the existing maintenance process ([Hikmawan et al., 2022](#)).



The obstacle lies in the problem of equipment for archival documents, the most difficult of which is to determine the Archive Retention Schedule for certain documents, which is the retention schedule of several different documents. For example, there are archival documents whose retention is five years, while there are some archival documents whose retention is 10 years. This can make it difficult for archive managers to carry out archive depreciation procedures. In contrast to previous research used in this study, the obstacles found were the archive depreciation system which was still unclears well as the process of transferring and implementing it. Improving an inactive archive depreciation system requires having and standardizing management guidelines or work on archival procedures which include management, filing, depreciation of records and other records and the need for guidance and implementation directed to be able to keep pace with progress and be able to meet certain qualification requirements.

Based on the filing process in the archive, there are several documents that have not been completed by the code. So that in determining the classification of problems with the retention schedule, Bank Indonesia, which does not know the main tasks of the archive creation unit, will likely be constrained and hampered in determining the archive classification code, due to the difficulty of determining the Archive Retention Schedule for certain documents. In this case, archival documents that are not accompanied by a classification code for the retention schedule for Bank Indonesia archives will have difficulty determining whether these archives still have use value or are no longer used.

Archives continue to be created day by day so that there is a buildup of archives due to a lack of human resources for managing archives or archivists in implementing archive depreciation to reduce the number of archives and facilitate the retrieval of archives; in this way it can hamper the performance of archivists. At the Bank Indonesia representative office in Bengkulu Province outsourcing services are used in carrying it out.

Conclusion

Based on the results of research that has been carried out on archive depreciation at Bank Indonesia, Bengkulu complies with Bank Indonesia Document Management (MDBI) procedures in accordance with the indicators of archive depreciation, namely transfer, destruction and submission (Department of Logistics and Facility Management Services and Archives Division, 2022). In these indicators, several obstacles were found in the indicators of moving and destroying archives. The archive depreciation procedure is based on the Records Retention Schedule issued by MDBI. In the process, such as transferring files, it is carried out based on the notification of the list of files transferred to the BI-RMS system. Archive destruction is made with a list of archives to be destroyed (DAM) and an assessment is carried out by forming an archive assessment committee if the archives have a retention period of more than 10 years; the archives that are destroyed have also been considered regarding their use value and the retention schedule so that no archives are destroyed without consideration first. In these indicators, several obstacles were found in the indicators of moving and destroying archives. In the process of moving archives, there are incomplete documents, so archivists must look for missing documents so that they can be input into the BI-RMS (Bank Indonesia-Record Management System) application. However, this process of shrinking archives becomes less effective. In the archive destruction indicator, it was found that it was difficult to determine the Archive Retention Schedule for certain documents.

As for suggestions from researchers after conducting this research, Bank Indonesia can conduct training to improve archivist competence in managing archives, especially in the depreciation section so that the difficulties encountered when determining the Archive Retention Schedule (JRA) can be overcome and run well. Bank Indonesia can implement a



document orderly program so as to increase employee awareness in managing documents and their respective archives to minimize loss of records due to scattering.

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Authors' Contributions

All authors have contributed to the final manuscript. The contribution of all authors: Deby Palista: conceptualization, methodology, formal analysis, writing original draft preparation, writing review and editing. Fransiska Timoria Samosir and Lailatus Sa'diyah: writing review and editing. All authors have read and agreed to the published version of the manuscript.

Conflict of Interest

All authors have no conflict of interest related to this study.

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