

REGENT OF GRESIK

EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK

NUMBER 45 OF 2022

ON

THE SECURITY CLASSIFICATION AND ACCESS SYSTEM FOR DYNAMIC ARCHIVES  
WITHIN THE REGENCY OF GRESIK GOVERNMENT

BY THE BLESSINGS OF ALMIGHTY GOD

The Regent of Gresik,

Considering: a. that the Security Classification and Access System for Dynamic Archives must be established by the head of the archive creator, one of which is the regional government. In order to manage dynamic archives and facilitate public access to archives while protecting their security and preventing misuse by unauthorized parties, it is necessary to issue a Regional Regulation on the classification and regulation of access to dynamic archives within the Regency of Gresik Government;

b. that based on the Regulation of the Head of the National Archives Number 17 of 2011 on Guidelines for Creating a Security Classification and Access System for Dynamic Archives, the Regency of Gresik Government needs to further regulate the Security Classification and Access System for Dynamic Archives within the Regency of Gresik Government;

c. that based on the considerations referred to in (a) and (b), it is necessary to issue a Regional Regulation on the Security Classification and Access System for Dynamic Archives within the Regency of Gresik Government;

Considering: 1. Law Number 12 of 1950 on the Regency Regional Government in East Java (State

Gazette of the Republic of Indonesia of 1950 Number 41) as amended by Law Number 2 of 1965 on the Change of the Border Area of Surabaya Municipality and Surabaya Regency by Amending Law Number 12 of 1950 on the Establishment of Large City Regions within the Province of East Java, Central Java, West Java, and the Special Region of Yogyakarta (State Gazette of the Republic of Indonesia of 1965 Number 19, Supplement to the State Gazette of the Republic of Indonesia Number 2730);

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

3. Law Number 14 of 2008 on Public Information Disclosure (State Gazette of the Republic of Indonesia Number 61, Supplement to the State Gazette of the Republic of Indonesia Number 4846);

4. Law Number 25 of 2009 on Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to the State Gazette of the Republic of Indonesia Number 5038);

5. Law Number 43 of 2009 on Archiving (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplement to the State Gazette of the Republic of Indonesia Number 5071);

6. Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234) as amended several times, most recently by Law Number 13 of 2022 on the Second Amendment to Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2022 Number 143, Supplement to the State Gazette of the Republic of Indonesia Number 6801);

7. Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of

2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 on the Second Amendment to Law Number 23 of 2014 on Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);

8. Government Regulation Number 28 of 2012 on the Implementation of Law Number 43 of 2009 on Archiving (State Gazette of the Republic of Indonesia of 2012 Number 53, Supplement to the State Gazette of the Republic of Indonesia Number 5286);

9. Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887) as amended by Government Regulation Number 72 of 2019 on Amendments to Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);

10. Presidential Regulation Number 87 of 2014 on Implementing Regulations of Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2014 Number 199) as amended by Presidential Regulation Number 76 of 2021 on Amendments to Presidential Regulation Number 87 of 2014 on Implementing Regulations of Law Number 12 of 2011 on the Formation of Legislation (State Gazette of the Republic of Indonesia of 2021 Number 186);

11. Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036) as amended by Regulation of the Minister of Home Affairs Number 120 of 2018 on Amendments to Regulation of the Minister of Home Affairs Number 80 of 2015 on the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2019 Number 157);

12. Regulation of the Head of the National Archives Number 17 of 2011 on Guidelines for Creating a Security Classification and Access System for Dynamic Archives;

13. Regulation of the Head of the National Archives Number 7 of 2016 on Implementation Guidelines for the Security Classification and Access System for Dynamic Archives within the National Archives of the Republic of Indonesia;
14. Regulation of the Head of the National Archives Number 4 of 2021 on Guidelines for the Implementation of an Integrated Dynamic Archiving Information System;
15. Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2016 Number 18) as amended several times, most recently by Regional Regulation Number 8 of 2021 on the Second Amendment to Regional Regulation of the Regency of Gresik Number 12 of 2016 on the Formation of Regional Apparatus of the Regency of Gresik (Regional Gazette of the Regency of Gresik of 2021 Number 24);
16. Regulation of the Regent of Gresik Number 37 of 2012 on the Administration of Official Documents in the Regency of Gresik Government (Regional Gazette of the Regency of Gresik of 2012 Number 934) as amended by Regulation of the Regent Number 16 of 2014 on Amendments to the Regulation of the Regent of Gresik Number 37 of 2012 on the Administration of Official Documents in the Regency of Gresik Government (Regional Gazette of the Regency of Gresik of 2014 Number 443);
17. Regulation of the Regent of Gresik Number 76 of 2016 on the Institution Code and Letter Issue Code within the Regency of Gresik Government;
18. Regulation of the Regent of Gresik Number 23 of 2021 on the Electronic-Based Government System in Regional Government Administration;
19. Regulation of the Regent of Gresik Number 77 of 2021 on the Position, Organizational Structure, Tasks, Functions, and Work Procedures of the Gresik Regency Library and Archives Service;

Decides:

To establish: A REGENTS REGULATION ON THE SECURITY CLASSIFICATION AND ACCESS SYSTEM FOR DYNAMIC ARCHIVES WITHIN THE REGENCY OF GRESIK GOVERNMENT.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regents Regulation:

1. Region means the Regency of Gresik.
2. Regional Government means the Regency of Gresik Government.
3. Regent means the Regent of Gresik.
4. Regional Apparatus means the elements assisting the Regent and THE REGIONAL HOUSE OF REPRESENTATIVES OF REGENCY OF GRESIK in the administration of government affairs within the authority of the Region.
5. Inspectorate means the Regency of Gresik Inspectorate.
6. Archives are records of activities or events in various forms and media in accordance with developments in information and communication technology, created and received by state institutions, regional governments, educational institutions, companies, political organizations, community organizations, and individuals in the implementation of community, national, and state life.
7. Dynamic Archives are archives that are used directly in the activities of the archive creator and are stored for a certain period.
8. Archive Access is the availability of Archives as a result of legal authority and legal authorization,

as well as the existence of supporting facilities to facilitate the discovery and utilization of archives.

9. Archive Use is the activity of providing and utilizing archives for the benefit of authorized archive users.

10. Classification is the process of identifying categories of activities and Dynamic Archives produced and grouping them.

11. Archive Security Classification is the category of confidentiality of archive information based on the level of seriousness of the impact it has on the interests and security of the state, society, and individuals.

12. Archive Access Classification is the category of access restrictions to archives based on the authority to use archives related to the implementation of certain tasks and functions.

13. Dynamic Archive Security is a program for the physical and informational protection of Dynamic Archives based on the previously determined security classification.

14. Restricted means Archives containing information that, if known to unauthorized parties, could disrupt the performance of the tasks and functions of government agencies.

15. Ordinary/Open means archives containing information that, if known to the general public, will not harm anyone.

16. Confidential is the classification of information from Archives that, if known to unauthorized parties, could disrupt the function of state administration, national resources, and/or public order.

17. Top Secret is the classification of information from Archives that contains information that, if known to unauthorized parties, could endanger the sovereignty of the state, the integrity of the Unitary State of the Republic of Indonesia, and national security.

18. Archive Use is the activity of providing and utilizing Archives for the benefit of authorized Archive users.

19. Public Information Access Procedure is the procedure or rules for the availability of information in accordance with legal authority and legal authorization for the utilization of public information.

20. Excluded Information is information that, when considered, opening such public information could result in consequences as stipulated in legislation, and after careful consideration, that closing the information can protect greater interests than opening it.

21. Archive Creator is the party that has independence and authorization in carrying out functions, tasks, and responsibilities in the field of Dynamic Archive management.

## CHAPTER II

### INTENT, OBJECTIVES, AND SCOPE

#### Article 2

The intent of this Regents Regulation is to serve as a guide in protecting the physical and informational aspects of Archives from misuse and unauthorized interests.

#### Article 3

The objective of this Regents Regulation is to provide archive information categorized as open and accessible for public benefit, while ensuring the security of archives for excluded information.

#### Article 4

The scope of the security classification and access system for Dynamic Archives includes:

- a. the security classification and access system for Dynamic Archives; and
- b. Archive Access regulations.

## CHAPTER III

### PRINCIPLES OF SECURITY CLASSIFICATION AND ACCESS FOR DYNAMIC ARCHIVES

#### Article 5

The principles of security classification and access for Dynamic Archives in the Region are

implemented by applying combined principles carried out through centralization in policy determination and decentralization in the implementation of Dynamic Archive processing.

## CHAPTER IV

### SYSTEM AND FACILITIES FOR SECURITY CLASSIFICATION AND ACCESS TO DYNAMIC ARCHIVES

#### Section One

#### Security Classification and Access System for Dynamic Archives

#### Article 6

(1) The security classification and access system for Dynamic Archives in the Region is implemented with the following provisions:

- a. Archives created in the Region can be classified into Ordinary, Restricted, Confidential, and Top Secret information;
- b. Archives with Ordinary, Restricted, Confidential, and Top Secret information classifications created in the Region, as referred to in (a), differ in their security techniques; the higher the level of information classification, the higher the level of security;
- c. Archives with Ordinary, Restricted, Confidential, and Top Secret information classifications created in the Region, as referred to in (a), differ in their access regulations; the higher the level of information classification, the stricter the access regulations; and
- d. the public can access information categorized as open in accordance with the procedures and provisions of applicable laws and regulations.

(2) The security classification and access system for Dynamic Archives as referred to in section (1) uses numbers.



(3) The classification system as referred to in section (1) is compiled based on the classification of job fields, as follows:

- a. 000 General;
- b. 100 Governance;
- c. 200 Politics;
- d. 300 Security and Order;
- e. 400 Welfare;
- f. 500 Economy;
- g. 600 Public Works and Manpower;
- h. 700 Supervision;
- i. 800 Personnel; and
- j. 900 Finance.

(4) The security classification and access system for Dynamic Archives as referred to in section (1) is an archive access regulation compiled in a list of Dynamic Archives as listed in the Appendix, which is an inseparable part of this Regents Regulation, as follows:

- a. Appendix I code number 000 General job field;
- b. Appendix II code number 100 Governance job field;
- c. Appendix III code number 200 Politics job field;
- d. Appendix IV code number 300 Security and Order job field;
- e. Appendix V code number 400 Welfare job field;
- f. Appendix VI code number 500 Economy job field;
- g. Appendix VII code number 600 Public Works and Manpower job field;
- h. Appendix VIII code number 700 Supervision job field;
- i. Appendix IX code number 800 Personnel job field; and
- j. Appendix X code number 900 Finance job field.

## Section Two

### Facilities for Security Classification and Access to Dynamic Archives

#### Article 7

(1) The facilities for the security classification and access system for Dynamic Archives in the Region use hardware and software facilities.

(2) The hardware referred to in section (1) includes:

- a. conventional archive storage facilities in the form of filing cabinets/archive racks for storing Ordinary/Open archives, and safes or steel cabinets for Confidential and Top Secret archives;
- b. new media archive storage facilities in the form of archive cabinets according to the level of information classification; and
- c. infrastructure in the form of representative storage rooms according to the level of information classification.

(3) The software referred to in section (1) includes:

- a. a list of active, inactive, protected, and vital archives; and
- b. an application for managing active and inactive archives.

## CHAPTER V

### ARCHIVE ACCESS REGULATIONS

#### Article 8

(1) The Archive access regulations as referred to in Article 4 (b) are applied to authorized Archive users.

(2) Authorized Archive users as referred to in section (1) who access Archives consist of:

- a. authorized users within the internal agency environment; and
- b. authorized users within the external agency environment.

## Article 9

(1) Authorized users within the internal agency environment as referred to in Article 8 section (2) (a) consist of:

a. policymakers who have the authority to access all Archives under their authority, with the following provisions:

1. the highest-level leader, namely the Head of the Regional Apparatus/agency, has the authority to access all Archives under their authority;
2. senior leaders, namely Secretaries, Heads of Divisions, Heads of Sub-Sections, Heads of Sections, who have the authority to access Archives under their authority, but are not given access rights to information held by the highest-level leader and those at the same level in units outside their work unit, except with permission; and
3. middle-level leaders, namely Heads of Sub-Divisions, Sub-Sections, who have the authority to access all Archives under their authority, but are not given access rights to information held by the highest-level leader, senior leaders, and those at the same level in units outside their work unit, except with permission.

b. policy implementers, namely staff, archive officers, archivists, and employees who have the authority to access all Archives under their authority with an ordinary classification level, but are not given access rights to Archives with restricted, confidential, and top secret classification levels held by the highest-level leader, senior leaders, middle-level leaders, and those one level above their work unit, except with permission; and

c. internal supervisors have the authority to access all Archives at the Archive Creator in order to carry out internal supervision functions in accordance with the provisions of applicable laws and regulations, such as supervision carried out by the Inspectorate.

(2) Authorized users within the external agency environment as referred to in Article 8 section (2) (b) consist of:

- a. entitled public, who have the right to access all Archives with ordinary/open categories;
- b. external supervisors who have the right to access all Archives at the Archive Creator in order to carry out supervision functions in accordance with the provisions of applicable laws and regulations, such as supervision carried out by the Supreme Audit Agency and the Development Finance Supervisory Agency; and
- c. law enforcement officers who have the right to access Archives at the Archive Creator related to cases or legal processes being handled in order to carry out law enforcement functions.

## Article 10

(1) The Archive access regulations as referred to in Article 8 section (1) are implemented in order to secure the physical and informational aspects of Archives.

(2) The physical and informational security of Archives as referred to in section (1) overall includes security facilities such as the installation of CCTV cameras, room security locks, and archive storage media.

(3) The physical and informational security of Archives as referred to in section (2) is regulated with the following provisions:

- a. Ordinary/General/Open Archive categories are stored on steel racks;
- b. Restricted Archive categories are stored in filing cabinets; and
- c. Confidential and Top Secret Archive categories are stored in steel cabinets.

(4) The physical and informational security of Archives as referred to in section (1) includes the creation of a list of Restricted Archives and a list of Confidential Archives.

(5) The physical and informational security of Archives as referred to in section (2) is implemented by archivists and/or archive officers who are given the authority and responsibility to manage and secure the physical and informational aspects of Archives.

## Article 11

(1) The security of Electronic Archives is regulated with the following provisions:

- a. Ordinary/General/Open Archive categories are regularly backed up for system recovery purposes in order to ensure the authenticity of Archives;
- b. Restricted Archive categories are regularly backed up for system recovery purposes in order to ensure the authenticity of Archives, and electronic files including databases must be protected against internal or external use;
- c. Confidential Archive categories are regularly backed up for system recovery purposes in order to ensure the authenticity of Archives, and electronic files including databases must be protected against internal or external use; and
- d. Top Secret Archive categories are regularly backed up for system recovery purposes in order to ensure the authenticity of Archives, and electronic files including databases must be protected against internal or external use.

(2) The security of Electronic Archive infrastructure and facilities is regulated with the following provisions:

- a. Ordinary/General/Open Archive categories do not require special infrastructure and facilities;
- b. Restricted Archive categories require server authentication, security measures with special operating systems or special applications, and firewalls and systems and procedures for intrusion

detection;

c. Confidential Archive categories require security measures with special operating systems or special applications and firewalls and systems and procedures for intrusion detection; and

d. Top Secret Archive categories require server authentication, security measures with special operating systems or special applications, and firewalls and systems and procedures for intrusion detection.

## Article 12

In the event that there is a list of Dynamic Archives that has not been regulated in this Regents Regulation, it will be determined separately by the Regents Decision, in accordance with the provisions of applicable laws and regulations.

## CHAPTER VI

### FINAL PROVISIONS

## Article 13

This Regents Regulation shall come into force on the date of its enactment.

In order for everyone to know, this Regents Regulation is ordered to be promulgated by placing it in the Regional Gazette of the Regency of Gresik.

Enacted in Gresik

on August 8, 2022

REGENT OF GRESIK,

(signature)

FANDI AKHMAD YANI

Promulgated in Gresik

on August 8, 2022

SECRETARY OF REGENCY OF GRESIK,

(signature)

Ir. ACHMAD WASHIL M.R., M.T.

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**\*\***(Appendices I-X follow, containing detailed tables. Due to the length and complexity of the tables, they are omitted from this translation.)**\*\***