



## Evaluation of Static Archive Preservation in Dinas Perpustakaan dan Kearsipan Kabupaten Aceh Besar Based on Regulation of the Head of the National Archives of the Republic of Indonesia (ANRI) No. 23 of 2011

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### ABSTRACT

*This article analyzes the evaluation of static archive preservation at the in Library and Archives Office of Aceh Besar Regency Based on Regulation of the Head of the National Archives of the Republic of Indonesia (ANRI) No. 23 of 2011. This research aims to find out two aspects. First, to find out the process of implementing static archive preservation at Library and Archives Office of Aceh Besar Regency. Second, to find out the obstacles in the implementation of static archive preservation. In carrying out the research, the research method used is qualitative, with the type of field research. The results of the analysis show two findings. First, the process of implementing static archive preservation consists of preventive and curative preservation. Preventive preservation includes the provision of archive storage space, archive handling, pest control, disaster planning. Curative preservation is a direct action to deal with damaged archives. The evaluation process of static archive preservation is carried out with three aspects, namely identifying deficiencies in the preservation process, monitoring archives, recording complete archive data. Second, there are three obstacles to the implementation of static archive preservation, namely limited archive storage space (archive depot), limited labor or human resources (HR), and limited budget. It can be concluded that the process of implementing static archive preservation evaluation at Library and Archives Office of Aceh Besar Regency is in accordance with ANRI Regulation Number 23 of 2011, although there are still obstacles regarding the lack of storage space, budget and human resources. The results of this study can deepen understanding of the concepts and principles of static archive preservation in accordance with applicable regulations and contribute to archival studies. In addition, there is a need to improve archive management in government agencies and optimize the use of archives for the public.*

**Keywords:** DPKA Aceh Besar; Perka Anri; Preservation; Static Archives

## 1. INTRODUCTION

An archive is a collection of records whose existence is stored systematically and is usually well preserved because it has use value (Rusidi, 2019). Practically, archives can be divided into two types, namely static archives and dynamic archives (Amsyah, 2005). These two forms of archives have different

functions and their designations are also different (Caroline et al., 2022). Static archives are used indirectly, and dynamic archives are used directly in the organization of the life of the nation and state (Wright & Laurent, 2021). Static archives are managed with a certain process, one of which is through archive preservation activities. Static archive preservation is a further process of acquisition activities (Hendrawan & Ulum, 2017). Preservation of static archives is part of a form of maintenance of archives that have been received from archive creators (Rakemane & Mosweu, 2021). Preservation of static archives is part of the overall maintenance process in order to protect static archives against damage (Matlala et al., 2022).

In archival studies, efforts to care for and preserve archives are called preservation, which is an effort to prevent the loss of archival information value (Masenya & Ngulube, 2021). Therefore, activities are needed to maintain and care for archives (Ria & Irhandyaningsih, 2019). Guidelines for the implementation of static archive preservation are regulated in Regulation of the Head (Perka) of the National Archives of the Republic of Indonesia (ANRI) Number 23 of 2011 concerning Guidelines for the Preservation of Static Archives. In this regulation, it is stipulated that the party in charge of preserving archives is the archiving institution. The purpose of preservation is to ensure the safety and preservation of static archives.

Meanwhile, the stages and activities carried out during the preservation of static archives are also detailed in the ANRI Regulation. This can be understood in the Appendix section of the ANRI Regulation, which states that the activities in the preservation process include two aspects, namely preventive and curative preservation. Preventive preservation is preservation that prevents damage to archives, through the provision of infrastructure, archive protection and archive preservation methods (Rakemane & Mosweu, 2021) Curative preservation is preservation in the nature of repair and or treatment of archives that are starting or have been damaged, their condition is deteriorating, so as to extend the life of the archive (Rahman & Arfa, 2021).

The preservation process of static archives is very important to do (Jaillant, 2022). However, in some cases it is still found that static archives that should receive maintenance and care treatment are not carried out as applicable provisions, or at least there are obstacles in the implementation process (Tintswalo et al., 2022). This can be seen in several archive institutions, including the Library and Archives Office of Aceh Besar Regency. Archivists have not been maximized in carrying out archive maintenance. There are still several storage rooms containing piles of disorganized archives. Observations also showed the disorganized state of static archives (Observation: May 13, 2024).

According to Abdul Latif, as the Head of the Jantho Aceh Besar Archives Management Division, so far the number of archives is 700 documents, and these documents are specifically from one institution, namely the results of acquisitions at the Aceh Besar Mining Service. The other related institutions and agencies that cooperate with the Library and Archives Office of Aceh Besar Regency are the Population and Civil Registry Office of Aceh Besar. So far, the static archive preservation process has been carried out every 3 (three) months with stages, namely the process of sorting archive files and selecting storage media, covering the archives so that the documents are stored neatly, then tied using corn thread, numbering according to the contents, then inventoried and put in an archive box, and the last step that must be taken is archive storage in an air-conditioned room or cold room (Abdul Latif, Interview: May 13, 2024).

In the process of implementing static archive preservation at the Library and Archives Office of Aceh Besar Regency, there are no specific guidebooks and *leaflets* on various preservation topics, such as routine activities and how to clean archives and storage rooms or survey activities to check the condition of archives and the like. In addition, the preservation of static archives also does not have a

specific schedule for repair and maintenance immediately after damage occurs. In the process of implementing static archive preservation, the archivist experiences several obstacles, including the lack of budget (Abdul Latif, Interview: May 13, 2024). This budget constraint is one of the problems in the management of static archives experienced at the Library and Archives Office of Aceh Besar Regency.

The management and preservation of static archives carried out so far is still traditional, meaning that it does not use technology. Preservation carried out currently at the Library and Archives Office of Aceh Besar Regency actually requires relatively large costs. Theoretically, archive preservation activities with a *traditional paper filing system* require a large budget (Septiani et al., 2024), this is different from management with automatic filing through digitization, the process does not require a routine preservation process, because the data has gone through a digitization process (Mulyadi, 2016). In addition to the budget, the static archive storage room for processing and archive storage is also still experiencing problems (Abdul Latif, Interview: May 13, 2024). In addition, preliminary findings also show that there are still many archive files that have not been neatly arranged, employees, officers or Human Resources who specifically carry out static archive preservation activities are also limited.

Referring to the description of the problem above, this article is written with the aim of analyzing the evaluation of static archive preservation at the Library and Archives Office of Aceh Besar Regency based on ANRI Head Regulation Number 23 of 2011. There are two aspects that want to be explored, namely regarding the process of implementing static archive preservation at the Library and Archives Office of Aceh Besar Regency, and identifying obstacles in the implementation of static archive preservation at the DPKA of Aceh Besar District. In this case, the initial hypothesis is that the Library and Archives Office of Aceh Besar Regency has not maximally carried out the static archive preservation process because of the emerging obstacles faced by the institution.

Research that specifically examines the evaluation of static archive preservation has been carried out by several previous researchers, but specifically has not touched the object of research and also the focus studied in this article. Previous studies have not explored the process, stages and steps of static archive preservation, nor have they identified in depth the obstacles faced by archivists. Another different thing is that the previous study did not look further at the relevance and link between the preservation process in the field and the ANRI Head Regulation Number 23 of 2011. This is a differentiator and part of the novelty aspect raised in this article, especially in relation to the research location at the Library and Archives Office of Aceh Besar District.

## 2. LITERATURE REVIEW

### **Evaluation**

The term *evaluation* is a word absorbed from English, literally or etymologically derived from the root word *value*, meaning value (Echols & Shadily, 1992). Furthermore, the word *value* forms the word *avaluation* which according to experts, such as Fitzpatrick, Sanders, and also Worthen, is: "*evaluation as the identification, clarification, and application of defensible criteria to determine an evaluation object's value (worth or merit) in relation to those criteria*", the meaning of the definition is evaluation as an identification, clarification, and application of defensible criteria to determine the value of the evaluation object (worth or not worth) in relation to those criteria (Widodo, 2021). Evaluation is an activity to determine the differences and differences between according to predetermined standards (Ambiyar & Muharika, 2019).

The general purpose of program evaluation is to provide solutions to important questions. The role of program evaluation is to emphasize ways to use the answers or solutions obtained. In this case, program evaluation is carried out with the aim:

1. To show the contribution of the program to the achievement of organizational goals. Evaluation results are important for program development.
2. To make decisions about the sustainability of a program, whether the program needs to be continued, improved or stopped (Divayana, 2018).

In addition to the two objectives above, the implementation of program evaluation activities also has formative and summative objectives. Formative purposes and functions are evaluations carried out for the improvement and development of ongoing activities (programs, people, products, and so on). The summative purpose or function is that evaluation is used for accountability, selection information or continuation. So, evaluation should help development activities, implementation, program needs, program improvement, selection, motivation, accountability, increase knowledge and support from the parties involved (Safitri et al., 2024). As according to Mukhlis Yunus and friends, there are four purposes of evaluation, namely:

1. To assess individual proficiency in mastering competencies.
2. To identify barriers that may arise.
3. To measure the efficiency and effectiveness of media, methods and resources.
4. To provide essential information to correct deficiencies (Yunus et al., 2024).

### **Archive Preservation**

Archive preservation is an activity that is inseparable when managing archives in an archive institution. Given the importance of this preservation, preservation activities are included as one of the important tasks of an archival institution, namely as a party that carries out the process of care and maintenance of archives. The term archive preservation is composed of two words. Preservation is a term absorbed from English, namely preservation, meaning maintenance or preservation (Anwar & Jabbar, 2024), care, and protection. The term archive is a record that is stored systematically because it has a use so that whenever needed it can be quickly found again.

In another meaning, archives are deposits of important letters, written documents that have historical value, stored and also maintained in a special place for reference (Mulyadi, 2023). Preservation or preservation of archives is a process and work in the context of physical protection of archives against damage or destructive elements and restoration / repair of damaged archives or damaged archives (Roeliana & Yogopriyatno, 2023). Archive preservation as an effort to save archives carried out in order to ensure the safety and preservation of static archives (Trisiyani & Tuginem, 2020).

In general, this preservation activity has two objectives, namely:

1. Prevent damage to archives from internal and external factors.
2. Repairing, treating archives that are damaged or in poor condition.
3. The activities involved in archive preservation are as follows:
4. Includes providing a stable environment for all types of records.
5. Using safe handling, storage methods
6. Duplicating unstable materials onto a stable medium
7. Storing archives in containers made of stable materials, such as archival boxes made of acid-free cardboard
8. Repairing archives or documents to preserve their authenticity or original format
9. Establish a control program for destructive insects, e.g. termites
10. Prepare plans for preparedness and response to possible disasters (Trisiyani & Tuginem, 2020).

The implementation of archive preservation activities takes various forms. From the point of view of the activities carried out, archive preservation can be divided into two forms, namely direct and indirect. Direct preservation is providing infrastructure and facilities for archive protection, including buildings, methods, archive storage activities and physical repairs. As for indirect preservation, it is to try to substitute or transfer media, duplicate and transfer media to *microfilm* or video tapes, sound recording tapes, etc. (Roeliana & Yogopriyatno, 2023). Archive preservation or archive protection is part of the care and security of archives both physically and non-physically. Other forms of archive preservation can be done in the form of preventive and restoration actions. Preventive action is an effort to prevent damage or loss of archives. What is meant by restoration is an effort to repair damaged archives (Sutirman, 2020).

### **Static Archives**

Seen from the aspect of functionality, archives can be classified in two general forms, namely dynamic and static archives. Dynamic archives are archives that are used by certain institutions or agencies directly in planning work programs, implementing or executing them, and organizing a life in society, nation and state life (Asriel et al., 2016). Static archives are the opposite of dynamic archives, namely archives that are not used directly in the process of planning work programs, or implementing and executing them, as well as organizing life in relation to the context of state administration. Static archives are specifically very close to the archives created and created by the archive creator.

The function of static archives for the life of the nation and state is due to several reviews, namely because they have historical use value, then because they have expired their retention, and there is a statement of permanence, which is directly verified, where the verification of the archive is either carried out directly or indirectly by Banda National Archives of the Republic of Indonesia or the archival institution concerned (Rosalin, 2017). Static archive is an archive that basically no longer has any use for it, or is no longer used and used directly by certain institutions that create archives in the planning process, organizing the life of society, nation and state. Even though it is not used directly, this static archive is still stored properly, because it has historical value for a certain period (Sutirman, 2020).

Furthermore, according to Sattar, what is meant by static archives is archives whose function is actually no longer used directly in a planning and organizing the life of society and the state, nor is it used directly in the process and also state administration activities (Sattar, 2019). In line with that, according to Sri Mutma'innah and friends, static archives are archives that from the aspect of their function have historical use value and sustainable value, then have been declared as archives whose retention has expired, and are permanent (Mutmainnah, 2020). The definition of static archives has been standardized in Law of the Republic of Indonesia Number 7 of 1971 concerning Basic Provisions of Archives. Then, it is also found in Law of the Republic of Indonesia Number 43 of 2009 concerning Archives, specifically in Article 1 point 7:

*"Arsip statis adalah arsip yang dihasilkan oleh pencipta arsip karena memiliki nilai guna kesejarahan, telah habis retensinya, dan berketerangan dipermanenkan yang telah diverifikasi baik secara langsung maupun tidak langsung oleh Arsip Nasional RI dan/atau lembaga kearsipan."*

Based on the description above, it can be seen that this static archive has historical value and storage of the archive is rare so that its retention has run out. According to Nooryani, because static archives have historical value and the number or creation by archive makers is also very limited and within a certain time, the treatment of static archives is different from other archives. Static archives

should not be lost or damaged, because they have historical value in the past and are material for future needs.

### 3. RESEARCH METHODS

The research approach generally has two forms, namely qualitative and quantitative approaches. The research approach used in this study is qualitative, which reveals a natural situation or phenomenon or object in its context, and finds meaning (*meaning*) or a deep understanding of the problem at hand that appears in the form of qualitative data, be it in the form of pictures, words, or events (Sugiyono, 2013; Yusuf, 2016). Qualitative research is also *in-depth*, case-oriented research from a small number of cases that aims to make one fact so that it is understood (Morissan, 2019). In relation to this research, the qualitative approach that the researcher means is that the researcher wants to see and reveal a situation and facts in a concrete and detailed manner about the evaluation of static archive preservation at the Library and Archives Office of Aceh Besar Regency and its review of the provisions of the ANRI Head Regulation Number 23 of 2011 concerning Guidelines for the Preservation of Static Archives. The type of this research is *field research* or *field research*.

Data sources in this study were obtained from primary and secondary data. Primary data collection is done by *observation*, *interview*, and *document study* techniques. Secondary data sources are obtained from library materials consisting of books, journals, dictionaries, encyclopedias, and laws and regulations. The indicators used in an effort to analyze the data that has been found related to the static archive preservation evaluation process carried out by the Library and Archives Office of Aceh Besar Regency are as follows:

Table 1. Aspects and Indicators of Static Archive Preservation Evaluation

No.	Aspect	Indicator
1	Preventive preservation	<ol style="list-style-type: none"> <li>1. Archive storage (location, standard building structure)</li> <li>2. Archive handling</li> <li>3. Integrated pest control (measuring instruments, temperature, fumigation)</li> <li>4. Access (light, air purifier)</li> <li>5. Reproduction</li> <li>6. Disaster planning</li> </ol>
2	Curative preservation	<ol style="list-style-type: none"> <li>1. Archive repair</li> <li>2. Manual patching and splicing</li> <li>3. <i>Leafcasting</i></li> <li>4. <i>Paper splitting and sizing</i></li> <li>5. Encapsulation</li> <li>6. Portfolio</li> <li>7. Deacidification</li> <li>8. Archive repair room</li> <li>9. Archive maintenance</li> <li>10. Pest control</li> </ol>

This research data collected is presented systematically and scientifically and the nature of this data analysis is *descriptive-analysis*, which describes and explains the data descriptively (Arikunto, 2010). The data that has been found will be explained qualitatively and describe the results of research in the field in the form of data presentation, then the data analysis stage to then draw conclusion points. For

this reason, the data analysis technique of this research consists of four steps, namely data collection steps from various sources, data reduction and simplification steps, data presentation or data *display* steps, and the final step of drawing conclusions.

#### 4. RESULTS AND DISCUSSION

##### Static Archive Preservation Process Conducted at Library and Archives Office of Aceh Besar Regency

The static archive preservation process carried out by each archiving institution is probably the same from one to another, starting from the planning process to the implementation of preservation. Each institution has its own procedures in implementing this archive preservation. The Library and Archives Office of Aceh Besar Regency carries it out by means of preventive preservation and curative preservation. The existence of static archives at Library and Archives Office of Aceh Besar Regency has been managed since the Library and Archives Office of Aceh Besar Regency was established in 2001. So far, the number of archives managed by Library and Archives Office of Aceh Besar Regency is 700 documents, and these archive documents are specifically from one institution, namely the acquisition of the Aceh Besar Mining Office (Abdul Latif, *Interview*: 13 May 2024).

Meanwhile, other related institutions and agencies that cooperate with Library and Archives Office in Aceh Besar Regency are the Population and Civil Registry Office of Aceh Besar. A similar review was also stated by Citra Dewi, that the total number of archives was more than 1,000 archives, and specifically for static archives, around 700 archives. Before preserving static archives, the first step taken is to conduct an evaluation to ensure the eligibility of the archives:

*"The preservation process is carried out after an evaluation is carried out regarding the feasibility of the archives to be preserved"* (Citra Dewi, *Interview*: January 19, 2025).

According to Abdul Latif (*Interview*: January 19, 2025), Head of the Archives Processing Division of Library and Archives Office of Aceh Besar Regency, the static archive preservation process is carried out every 3 (three) months with steps, namely, the process of sorting archive files and selecting storage media, covering the archives so that the documents are neatly stored, tied using corn thread, giving numbering according to the contents of the document, inventorying and putting in archive boxes, and storing archives in an air-conditioned room or cold room.

As far as research goes, there are two preservation activities carried out by Library and Archives Office of Aceh Besar in the static archive preservation process, namely preventive and curative aspects:

Table 2. Preservation Activities at Library and Archives Office of Aceh Besar Regency

No.	Form of Preservation	Description
1	Preventive	Prevention so that static archives are maintained
2	Curative	Direct treatment of archives that have been damaged

##### 1. Preventive preservation

Preventive preservation (maintenance and care) is all efforts that are preventive of archive damage through the provision of facilities, archive protection, and archive maintenance methods. In Abdul Latif's statement, it is stated that the preventive aspects of the static archive preservation process include placing archives in a good way, as well as archive storage space, and handling pests. The explanation can be understood as follows:

*"The process of implementing static archive preservation at the Library and Archives Office of Aceh Besar Regency is carried out in a flow, namely static archives are stored in archive depots or storage areas, and archives are placed in drawer shelves that are labeled according to the contents of the archive treasures. This activity is closely related to preventive preservation whose activities revolve around the maintenance of archives that are still in good condition" (Abdul Latif, Interview: May 13, 2024).*

Another explanation was mentioned by Citra Dewi, that static archive preservation in the form of prevention is related to the aspect of prevention. In her explanation, it is mentioned:

*"Preventive preservation of static archives includes several things, such as adequate archive storage. Although currently the place or location of the depot and storage room is limited, this aspect of storage is very important in this preventive preservation including the condition of the room which should be well lit. Besides archive handling, pest control, disaster planning" (Citra Dewi, Interview: January 19, 2025).*

Another statement was also made by Putri, an employee at the Library and Archives Office of Aceh Besar Regency:

*"Preventive preservation is related to preventing archives from damage caused by many factors, such as dust, water humidity, light conditions. Therefore, in the Library and Archives Office of Aceh Besar Regency there are rooms for archive storage, boxes, and others that are used to store static archives" (Putri, Interview: January 19, 2025).*

Based on the description above, it can be seen that the preventive aspect of the static archive preservation process emphasizes more on managing indoor conditions. If analyzed in the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011 concerning Guidelines for the Preservation of Static Archives, 6 (six) things were found related to the preventive preservation of static archives. The ANRI regulation states that preventive preservation is preservation that is preventive of archive damage, through the provision of infrastructure and facilities, archive protection, and archive maintenance methods. This preventive preservation includes six aspects, namely archive storage, archive handling, integrated pest control, access, reproduction, and disaster planning.

Based on the explanation above, it can be seen that the ideal preventive preservation process stipulated in ANRI Regulation No. 23/2011 is carried out with six important steps, starting from the context of the archive storage place or space, archive handling, pest control, access, reproduction, and disaster planning. However, as far as the researcher has conducted, the preventive preservation process carried out by Library and Archives Office of Aceh Besar Regency has not been fully maximized. This is due to factors, including limited storage space, storage areas have not been equipped with fire hazard protective equipment such as *heat* or *smoke detection, fire alarms, extinguishers, and sprinkler systems*. The archive storage room is also not equipped with room temperature control equipment and lighting meters. This has actually been regulated in the ANRI Regulation as stated earlier.

## 2. Curative Preservation

Curative preservation is any effort to repair and maintain archives that have begun to be damaged or the condition of the archive has deteriorated, so as to extend the life of the archive. In relation to curative preservation at Library and Archives Office of Aceh Besar

Regency, curative activities are also carried out in the form of repairing all damaged archives. This was stated by Abdul Latif as follows:

*"For archives that have been damaged, a curative preservation process is carried out, namely by repairing, such as gluing torn archives with special adhesive materials, or cleaning stains on archives"* (Abdul Latif, Interview: May 13, 2024).

A similar explanation was also put forward by Citra Dewi, as follows:

*"This curative activity is directly related to the actions we take against archives that have been damaged, for example by repairing them, and if there are archives that are not arranged, then we arrange them neatly, and clean them if there is dust. Other actions such as gluing or gluing damaged archives with special glue or adhesive"* (Citra Dewi, Interview: January 9, 2025).

Based on this information, it can be seen that the curative preservation process in the Library and Archives Office of Aceh Besar Regency appears to be limited to repairing archives if they are proven to be damaged, cleaning dust, and gluing archives with special adhesive tools. However, if seen from the theory of curative preservation and the regulations contained in the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011, then there are 4 (four) things that must be considered, namely deadification (neutralizing paper acids that damage paper and providing *buffer* holding materials to protect paper from external acid influences), and *leafcasting* (i.e. archive repair), *paper splitting* and *sizing* (which is a method of repairing fragile paper archives by slipping reinforcing paper between the inside surface and back of the paper archive), *sizing* (which is giving a layer with adhesive or filling material), and the fourth is encapsulation, which is one of the repairs of fragile paper archives and is often used with protective materials by means of archive sheets coated with two sheets of polyester plastic with the help of *double tape*.

So far, the curative measures that have been implemented by Library and Archives Office of Aceh Besar Regency are only in the form of *sizing* (gluing with adhesive material) and encapsulation (archive sheets coated with two sheets of polyester plastic with the help of *double tape*). Meanwhile, the deadification and *leafcasting* categories were not carried out due to the lack of materials and equipment needed by Library and Archives Office of Aceh Besar Regency. This will certainly hinder the static archive preservation process. In the process, the Library and Archives Office of Aceh Besar Regency requires various special equipment in supporting the maximum preservation process. In addition, the preservation of static archives at Library and Archives Office of Aceh Besar Regency does not yet have special guidebooks and *leaflets* on various preservation topics, such as routine activities and guidelines in cleaning static archives and storage rooms or survey activities checking the condition of archives and the like. In addition, static archive preservation also does not have a specific schedule for repair/maintenance immediately after damage occurs (Abdul Latif, Interview: May 13, 2024).

### **Obstacles Faced at Library and Archives Office of Aceh Besar Regency when Preserving Static Archives**

Preservation of static archives is one of the important activities in archive management in archival institutions, in addition to several other parts of activities such as archive acquisition, processing, providing access services for utilization by the public. As one of the important activities in static archive management, the preservation activities carried out by each archive institution certainly have obstacles

and obstacles faced in the field. Constraints as everything that hinders the process of achieving certain goals. Constraints as factors that limit or reduce the ability of individuals or organizations to achieve desired results. In the context of archive preservation, the Library and Archives Office of Aceh Besar Regency as one of the organizations or government agencies when implementing static archive preservation also finds several obstacles, both practical (process) obstacles in preserving and policy management obstacles. From the results of interviews with informants, the researchers found 3 (three) obstacles that hindered the process of preserving static archives at Library and Archives Office of Aceh Besar Regency, as can be seen in the following table:

Table 3. Obstacles to the Implementation of Static Archive Preservation at Library and Archives Office of Aceh Besar Regency

No.	Obstacles	Description
1	Facilities, Infrastructure	There is still limited space or archive storage room
2	Human Resources	Still limited human resources in the form of archive officers
3	Budget	There is still a lack of budget so it is difficult to maximize the static archive preservation process

#### 1. Storage Room

The archive storage room is one of the important elements in the archival field, namely as a place where the archives are stored or maintained and maintained. The layout of the building or archive storage room must be efficient and meet the physical needs of the archive collection. For example, archive shelves should not be placed directly against the wall and should be dry, as otherwise the room may cause the possibility of increased humidity, condensation, or leakage. In addition, the space should be well-lit and sunlight should be able to enter the storage room. The storage room must have adequate ventilation. The archive storage room should also be properly cleaned. In addition, the other most important thing is that the storage of static archives is sufficient to accommodate the existing archives.

However, as far as interviews with researchers go, the static archive storage space at DPKA Aceh Besar Regency is still very limited or inadequate. This is in line with the information of Citra Dewi, an employee or staff in the preservation and static archive services section of Library and Archives Office of Aceh Besar Regency, one of the obstacles faced by Library and Archives Office of Aceh Besar Regency is that the static archive storage space is still lacking.

*"Currently, there are only two specialized rooms in the archive section, namely the archive depot and the service room for people who access static archives. For the archive room or static archive depot, it is still very lacking and very limited, because many archives are piled up because there is not enough storage space. This accumulation of archives, there are many archives that have no place. If there were enough space, then of course there would be many archives accommodated, and the Library and Archives Office of Aceh Besar Regency would also acquire many other archives from related institutions"* (Citra Dewi, Interview: January 19, 2025).

A similar statement was also made by Mahmuddin, a staff member in the Preservation and Static Archive Services section of Library and Archives Office of Aceh Besar Regency, as follows:

*"The process of archive management activities must indeed be supported by the availability of adequate space. If it is for maintenance, then archives will be easy to maintain, clean and other things if supported by sufficient space. But at this time, we here do not have enough room for static archives, so this is one of the obstacles"* (Mahmuddin, Interview: January 19, 2025).

The results of observations (observations) that researchers made also showed that there were still several storage rooms containing piles of irregular archives (Observation: May 13, 2024 and January 19, 2025). This means that the accumulation of static archives is due to the absence of sufficient space. The lack of status archive storage space will certainly experience difficulties in archive management, especially in the field of static archive preservation. If reviewed from the provisions of the Regulation of the Head of the National Archives of the Republic of Indonesia No. 23 of 2011, it is found in it that storage is an important part of the static archive preservation process.

In this regulation it is stated that the archive storage place is called an archive depot where static archives are stored in an archive depot, namely a building specifically designed to meet the preservation needs of the archives stored in it. This regulation positions and places the position of this archive storage room or archive depot as part of a form of static archive preservation in the preventive category, namely prevention so that static archives can be maintained with adequate space. However, this has not been maximized at Library and Archives Office of Aceh Besar Regency. Previous information shows that the archive storage room or archive depot is still very lacking, because there are still many archives that are forced to be arranged and pounded open on a shelf that specifically stores archives. This happened due to the lack of static archive space.

## 2. Workforce

Labor is closely related to human resources (HR) who work at Library and Archives Office of Aceh Besar Regency. The availability of human resources or labor (employees or staff) will basically greatly assist the process of implementing archive preservation, both preventive and curative categories. The availability of human resources can help the implementation of archive preservation. The availability of human resources and labor is very important in the implementation of archive preservation. Competent human resources should be present to help ensure that important archives can be stored, cared for, and managed properly.

The reason for the importance of the availability of resources or labor in the preservation of static archives is that they can handle and care for archives including conservation techniques, restoration of vulnerable archives. The availability of adequate human resources, able to provide supervision and routine maintenance of archives, ensures that static archives are not damaged by environmental factors such as humidity, temperature in the room, lighting. The availability of competent human resources can assist in the archive digitization process, ensuring that important archives can be accessed digitally, protected from physical damage. In addition, they can respond quickly and effectively in crisis situations, such as natural disasters or fires, to save valuable archives. Therefore, with adequate, sufficient, trained human resources, the implementation of archive preservation can run more effectively and efficiently and preserve historical heritage and important information for future generations.

However, in reality, the challenges, obstacles and at the same time obstacles in the static archive preservation process faced by Library and Archives Office of Aceh Besar Regency are precisely the lack of labor or human resources. This is in line with Abdul Latif's review, namely the Head of the Aceh Besar Regency Archives Processing Division that the obstacles faced by Library and Archives Office of Aceh Besar Regency in addition to the lack of space or limited archive storage, are also very limited labor, employees.

*"The obstacle so far is probably more about the room that is still very limited in storing archives, or we know it here as an archive depot. In addition, labor or employees, and resources in overall archive management are also very limited here, including in carrying out the preservation process of static archives"* (Abdul Latif, Interview: January 19, 2025).

Another statement was also made by Citra Dewi as follows:

*"Another obstacle besides storage space is probably more about labor or employees, because so far it is still very limited, during the preservation and management of static archives in general it is not enough to have only two or three people, but must require several employees and expert staff in the field of preservation, such as in carrying out pest control, people who can operate digital tools and various materials to protect archives"* (Citra Dewi, Interview: January 19, 2025).

Based on this information, it can be seen that maximization in the static archive preservation process is also very much determined by adequate human resources or the workforce that carries out preservation tasks. In this context, the workforce at Library and Archives Office of Aceh Besar Regency, especially in the field of processing and preservation of static archives, is still very limited. This can be seen from the data collected in the book published by Library and Archives Office of Aceh Province in 2022, where one of the limitations until the time the book was published (in 2022) was the lack of personnel who were experts in the field of librarians and archivists (Aceh Government, 2022). This also continued when researchers conducted interviews with informants at Library and Archives Office of Aceh Besar Regency.

If analyzed from the provisions contained in the provisions stipulated in the Regulation of the Head of the National Archives of the Republic of Indonesia Number 23 of 2011 concerning Guidelines for the Preservation of Static Archives, it is stated that human resources are an important part of the static archive preservation process. Human resources must be developed, where the development of human resources is carried out to equip technical preservation knowledge, knowledge of problems in static archive preservation, available handling, application of good preservation procedures and awareness of the relevance, importance of training followed by employee dedication to the preservation activity process. This means that ANRI Regulation No. 23/2011 has determined that archives institutions must be supported by adequate human resources who have knowledge in the field of preservation.

However, so far the presence of labor or human resources at Library and Archives Office of Aceh Besar Regency is still very limited. It appears that Library and Archives Office of Aceh Besar Regency tends to only maximize services in the library sector, not in the archive service sector. It can be seen that Library and Archives Office of Aceh Besar Regency often carries out library activities, development and also management of library collections compared to activities in the archival field. This is because public access to library materials is

more dominant than archival services. Therefore, the organizers or resources and workforce in the library are more adequate than the workforce and human resources in the archives sector.

### 3. Budget

The availability of an adequate budget determines the running of a program in an institution. An adequate budget allows the institution to implement its programs effectively and efficiently. In this aspect, the reason why budget availability is very important is due to several reasons, for example operational financing. The budget is needed to finance all operational activities, including employee salaries, and then the budget for equipment costs, other daily needs. Budget is needed during the program implementation process. Every program within an institution requires funds to be implemented, such as costs for training, purchasing materials, and activities in the field. In addition, budgets are also important in the context of development and innovation efforts. This means that with sufficient budget, institutions can develop new programs and implement innovations to improve performance and outcomes.

Budget availability is essential for crisis management. Adequate budgets are also important for crisis management such as natural disasters and other emergency situations that require additional funds. With an adequate budget, an institution can run its programs smoothly and achieve the set goals. In relation to the implementation of the static archive preservation process at Library and Archives Office of Aceh Besar Regency, the third obstacle found in addition to limited storage space and human resources is constraints in budget issues. This is as stated by Citra Dewi, that another obstacle besides the limitations of storage space and labor is budget constraints or funds, both employee salaries, budgets in the preservation process and even budgets for building additional storage rooms.

*"Another obstacle, the third is the budget, we still experience obstacles and constraints in the budget. When we do the preservation process, we need a sufficient budget, such as employee salaries during the preservation process, then buying materials, tools and other needs to support the archive preservation process to run optimally"* (Citra Dewi, Interview: January 19, 2025).

Similar information was also explained by Abdul Latif as follows:

*"Yes, definitely the budget, we are still very limited, for example salaries, purchasing materials, tools and others. So the budget is still very limited"* (Abdul Latif, Interview: January 19, 2025).

The explanation above is also supported by data obtained from a book published by the Aceh Library and Archives Office in 2022, where this book contains various archival conditions throughout the Aceh Province, that the problems or obstacles faced, especially by Library and Archives Office of Aceh Besar Regency, are budgetary. The budget is very lacking and has not been maximized, this will have an impact on the smooth running of activities in the Library and Archives Office of Aceh Besar Regency ([Government of Aceh, 2022](#)).

If analyzed in the provisions of Perka Anri No. 23 of 2011 concerning Guidelines for the Preservation of Static Archives, it is found that there are rules related to the importance of funding, budgets in the static archive preservation process. Allocating funds proportionally is very important to support static archive preservation activities so that policies regarding static archive preservation can be implemented effectively and efficiently. However, the Library and

Archives Office of Aceh Besar Regency of Aceh Besar District experiences limitations in the budget.

This budget limitation is strongly felt in the preservation process, for example, it will be difficult to provide additional locations and buildings for archive storage. This is because, so far, the obstacles faced by Library and Archives Office of Aceh Besar Regency are also related to limited space or archive storage depots. If the budget is adequate, it will be easy to maximize preservation, build or add new storage rooms, buy equipment related to facilities and infrastructure supporting preservation, for example room temperature control devices, fire detection devices, as well as damaged archive repair equipment and so on.

Based on this description, it can be understood that the static archive preservation process at Library and Archives Office of Aceh Besar Regency still finds several obstacles summarized in the three discussions at the beginning, namely limited storage space or archive depots, limited human resources, and limited budget. These limitations and obstacles hinder the archive preservation process at Library and Archives Office of Aceh Besar Regency, not only in carrying out preventive preservation or prevention of damage, but also in carrying out direct treatment or curative preservation.

### **The Evaluation Process of Static Archive Preservation Conducted at Library and Archives Office of Aceh Besar Regency**

Evaluation of static archive preservation is a process to identify shortcomings and improve the archive preservation process. This evaluation is carried out periodically to ensure that the archives are maintained and can be used in the future. Static archive preservation is part of archive processing whose purpose is to preserve the archive. Evaluation of static archive preservation is also an important part of assessing the effectiveness and efficiency of preservation activities in archive preservation efforts that have been carried out. Evaluation is important to ensure that archives remain safe and accessible in the future. As far as the research carried out at Library and Archives Office of Aceh Besar Regency, the evaluation of static archive preservation is carried out with three aspects as can be seen in the table below:

Table 4. Evaluation Process of Static Archive Preservation Conducted by Library and Archives Office of Aceh Besar Regency

No.	Aspects of Static Archive Preservation Evaluation
1	Identifying shortcomings in the preservation of static archives
2	Conducting archive monitoring,
3	Performing complete recording of archive data

Based on the data table above, it can be seen that the evaluation process carried out by Library and Archives Office of Aceh Besar Regency includes efforts to identify deficiencies in the archive preservation process that has been carried out so far. Next is to monitor archives that may require further treatment. Next is recording archive data, such as the type and number of archives. In this case, Abdul Latif has explained these three aspects of the archive preservation evaluation process as follows:

*"The evaluation process of archive preservation activities that have been carried out, for example, we assessed several aspects of deficiencies in preservation, so that the results of this research have found several obstacles, such as inadequate storage space, limited resources and budget. All of this is known after the identification of deficiencies in the preservation process. In addition*

to identification, there is also a process of archive repair, monitoring carried out by the head of DPKA, including recording archive data" (Abdul Latif, Interview: January 19, 2025).

Similar information was also stated by Citra Dewi, that the evaluation carried out in the preservation process is certainly related to assessment and correction and improvement. This evaluation includes identification of deficiencies in static archive preservation. According to Citra Dewi, the results of the identification so far of the shortcomings of the archive preservation process in particular and also archive management in general are the discovery of several obstacles that need further and immediate handling. For example, regarding limited storage space, limited human resources or labor, and limited budget issues (Citra Dewi, Interview: January 19, 2025). In addition to the assessment process of identifying shortcomings in static archive preservation, evaluation is also carried out by monitoring archives. This is done directly by the Head of Archives and the Head of Archival Processing. According to Putri, this evaluation process includes monitoring and supervision carried out by the head of the archives and the head of the archive processing field. The method is by reviewing and monitoring directly to the archive room (Putri, Interview: January 19, 2025).

The next evaluation process records and records complete archive data. This process is carried out to determine the number of static archives that have been preserved, including recording the number of damaged archives, so that the preservation implementation process at the next time can be carried out optimally. So far, the Library and Archives Office of Aceh Besar Regency has not yet taken the step of proposing a budget, especially in the construction of a static archive storage room and a budget for the completeness of the facilities and infrastructure of the archive room. Usually, the budget is submitted together with the formula for the Work and Budget Plan or RKA of the Regional Work Unit or SKPD. However, specifically the budget for preservation activities, especially the budget for the construction of storage rooms and also facilities and infrastructure equipment in the archive preservation process has not yet been submitted.

## 5. CONCLUSIONS

Based on the description of the research results and analysis of the discussion, it can be concluded at three points: *First*, the static archive preservation process carried out at the Library and Archives Office of Aceh Besar Regency consists of two processes, namely preventive preservation and curative preservation. Preventive static archive preservation includes the provision of archive storage space, archive handling, pest control and disaster planning. Curative preservation is carried out through handling damaged archives, repairing, arranging archives, cleaning, gluing or gluing archives. Analyzed from ANRI Regulation No. 23 of 2011, the preventive preservation process carried out by Library and Archives Office of Aceh Besar Regency has not been fully maximized, due to limited storage space, not yet equipped with fire hazard protection *heat, smoke detection, fire alarm, extinguisher, and sprinkler system*. *Second*, the obstacles faced by Library and Archives Office of Aceh Besar Regency when carrying out static archive preservation are three, namely the limited space for archive storage / archive depot, labor or human resources, and also the budget. *Third*, the evaluation of static archive preservation carried out by the Library and Archives Office of Aceh Besar Regency with three aspects, namely identification of deficiencies in static archive preservation, archive monitoring, complete recording of archive data.

Based on these findings, it is recommended that the Aceh Besar District Government needs to develop archive management at Library and Archives Office of Aceh Besar Regency, including allocating a budget to deal with some of the obstacles faced by Library and Archives Office of Aceh Besar Regency in archive management. The Library and Archives Office of Aceh Besar Regency also needs to carry out the archive preservation process optimally. The Library and Archives Office of Aceh Besar Regency can

submit a budget to the government at both the district and provincial levels. This is to support the management of archives at Library and Archives Office of Aceh Besar Regency to be maximized.

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