

Managing Static Archives for Historical Research: A Study at the Archives Depot of the East Java Provincial Library and Archives Service, Indonesia

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ABSTRACT

This study investigated the procedures for managing static archives as historical research sources and the challenges encountered in the management process at the Archives Depot of the East Java Provincial Library and Archives Service, Indonesia. Data were collected through observations, semi-structured interviews, and documentation. The study applied static archive management theories, encompassing record selection, accessioning, arrangement, description, conservation, preservation, storage, and reference functions. The findings revealed that static archive management involves interconnected processes, including selecting records, accessioning, arranging, describing, preserving, and utilizing archives for historical research. Despite the structured procedures, internal challenges such as limited archivist competence, insufficient technical and operational support, and inadequate budgets, facilities, and infrastructure hinder optimal management. External challenges stem from the low public awareness of the importance of preserving static archives. It underscores the universal importance of effective static archive management in preserving historical records for future generations. It highlights common challenges faced by archival institutions, particularly in resource-constrained environments, and offers insights that can inform best practices globally.

Keywords: Static archives; archive management; historical research; preservation

1. INTRODUCTION

The management of static archives plays a critical role in historical research by ensuring the accessibility of authentic historical data. Conversely, historical research necessitates the collection of evidence in the form of documents to address specific research questions, as its primary aim is to uncover historical truths rather than to provide justification. The recollection of events preserved within static archives can thus be regarded as traces of history. In line with

[Azmi \(2016\)](#) statement, static archives have informational value because they recorded information about people or places, record phenomena or events that have occurred (in the past), and recorded important problems that were issues at the level of the problem, whether in national and province scope. Based on this understanding, static archives provide a great opportunity as a data source for historical research.

Static archives hold a pivotal role in assessing historical accuracy, as the information they contain remains unchanged and unaltered, preserving the original context in which the archives were created. Accordingly, static archives are regarded as authentic and credible sources, having been acquired directly from their creators through a formal process adhering to the guidelines outlined in the National Archives of the Republic of Indonesia (ANRI) Regulation Number 31 of 2011 concerning Procedures for the Acquisition of Static Archives. This acquisition process marks the initial stage of static archive management, aimed at supporting the needs of historical research.

Static archives are managed by archival institutions because they have sustainability value that can be utilized by the general public. Apart from that, static archives can be preserved through archive management because they have secondary use value. In line with the explanation of [Guccio et al. \(2020\)](#) that archive management aims to preserve (long-term mission) and provide services (short-term mission). Utilization of static archives is the ultimate goal of archive management as an effort by archival institutions to utilize static archives ([Rakhmawati et al., 2020](#)). The position of static archives based on this statement has an important and strategic role for research so that managing static archives is important because it affects the utilization of static archives.

The management of static archives is undertaken to enrich archival collections. Within this process, preservation activities play a crucial role in ensuring the longevity of archives. However, while preservation efforts strive to mitigate damage, it cannot be entirely eliminated. Consequently, archival preservation increasingly incorporates technological advancements, including digital preservation techniques, to safeguard the integrity and accessibility of archival materials ([Prasetyawan, 2022](#)). It needs to be taken into account because in historical research there is source criticism which depends on the existence of information and its physical form which will influence the course of historical research ([Pratama, 2020](#)). Based on this explanation, archive management needs to be carried out in systematic stages to ensure the authenticity of static archives. The static archive management procedure used is the archive life cycle by [Miller \(1990\)](#), including records selection; accessioning; arrangement; description; conservation, preservation and storage; and use/reference functions. A series of stages is necessary carried out by archival institutions, because basically static archive management is a central activity carried out in archive depot which are included in the archives unit.

Static archive management in practice has several challenges when viewed from the physical condition of the archive. For example, static archives such as manuscripts have physical conditions that are vulnerable to damage ([Agusti & Wasisto, 2019](#)). This shows that historical archives are usually found in fragile condition, some parts of the archive are missing and damaged. Apart from that, the use of static archives has limitations because there are closed archives and closed archives that are declared open ([Kepala Arsip Nasional Republik Indonesia, 2016](#)). Closed archives cannot be provided to historical researchers because these archives are confidential. Meanwhile, closed static archives that are declared open can be served to historical researchers because through certain considerations the archives are declared not secret.

Research on static archive management has been carried out by many researchers on a national scale in various research contexts. However, research that takes the perspective of static archive management as a source of historical research has not been found. Based on searches and observations, there are several studies regarding the management of static archives in the general context of archival institutions. For example, [Setyawan \(2021\)](#) researched the digitization of static archives as a provider of static archive access services on the network during the Covid-19 pandemic. The research results show that archive management through the archive digitization process is carried out on various types of archival materials which are then utilized through digital access services on the network. Another example, research on the management of static archives in efforts to preserve information for government institutions by [Fadhli \(2021\)](#) shows that the activities carried out are quite good, but the implementation of archive life cycle activities as a whole has not been managed well. Both studies were conducted at different locations from this study. In Setyawan research explained the process of digitization services and archive access during the Covid-19 pandemic along with the obstacles experienced. Meanwhile, Fadhli's research explains the process of managing static archives as an effort to preserve archives. This study is an initial study with a new context so that what is studied more specifically is archive management activities manually. So far, from the results of the researchers' analysis of the two studies above, research on the management of static archives oriented towards their use as a source for historical research has not been specifically carried out by these two researchers.

Furthermore, research conducted by [Rakhmawati et al. \(2018\)](#) regarding comparison and analysis of factors that influence the acquisition process in the public sector and non-public sector. The results of the analysis show that there are differences in the interpretation and implementation of acquisitions in the two sectors using the same policies. However, there is no big difference in understanding and implementation because it is seen from the influencing factors including aspects of archivist resources, institutional aspects, and legal aspects. Apart from that, there is also research by [Putri \(2019\)](#) examining the practice of static archive acquisition and its problems at Yogyakarta State University (UNY). Research findings show that the acquisition of static archives carried out in university work units (creator units) has problems in implementation in terms of human resources, facilities and infrastructure, knowledge of archival management, and a higher education archives institution has not yet been established. Referring to two previous studies conducted by Rakhmawati et al. and Putri have similar topics, especially regarding one of the stages of archive management, namely acquisition. Even though the research focus is different, based on the results of the analysis, the two studies do not show any reports related to the management of static archives that are oriented towards their use as a source for historical research.

Referring to four examples of previous research, several differences were found, including 1) scope of research; 2) research focus; and 3) research objectives. So it can be concluded that research on static archive management in general has separate stages into one complete research to examine each stage in more depth. Based on this, the scope of this research discusses the management of static archive as a whole from the initial stage to the final stages which is limited based on the use of archives as a source of historical research. This research is present to fill the research gap as an effort to enrich the treasures of archival research. This research focuses on the management of static archives as a source of historical research by paying attention to the precautionary principle which is guided by the archivist's code of ethics.

This research was conducted at the Archives Depot of the East Java Provincial Library and Archives Service which has a large collection of archives and archival services provided in the

online archives catalog (SIKN-JIKN) which was named the National Best Network Node for the 2021 National Archives Information Network, offline archives catalogue, ARCA, East Java, WARAS, and Rest Area (Disperpusip, 2017). Apart from its service, this research location was chosen because the archive office stored many static archives which have the potential to be used as historical sources. Based on previous research, there has been no research that explains the process of managing archives as a source of historical research. Based on this explanation and background, this research was conducted to describe the procedures for managing static archives as a source of historical research and their obstacles. This research is present as an effort to improve the management of static archives oriented towards historical research so that it can expand the archival treasures and make it easier to search for archives for historical research purposes.

This research is related to the Sustainable Development Goals (SDGs). Based on this program, this research was carried out to realize quality education as stated in point four of a total of 17 (seventeen) objectives in this program (Sekretariat Nasional SDGs, 2023). Quality education referred to in this research is an effort to expand historical research resources by adding variants to the archival treasures. This expansion is not only limited to collection, but also shows the role of archival institutions in managing and utilizing archives carefully and maximally. This needs to be known because the use of historical sources by historical researchers must be credible to maintain the quality of research results, so that research results can be used as teaching material in the educational sphere.

2. METHODS

This study employed a descriptive qualitative approach. The data sources for this research consisted of several informants and documents related to the management of static archives as a source of historical research at the Archives Depot of the East Java Provincial Library and Archives Service. The informants included the head office, the sub-coordinator, and an officer who is responsible for implementing static archive management. The data was carried out on February 2024. Informant selection followed a purposive sampling method, guided by recommendations from integrated informants to the institution's leadership. The selection process not only considered the primary functional responsibilities of each individual within the archival institution but also took into account their field competencies and professional experience in the domain.

In line with the research approach and design, data collection was conducted using three techniques: interviews, observation, and documentation. First, semi-structured interviews were employed to facilitate an open exploration of the existing issues. These interviews, conducted with selected informants, allowed for a deeper understanding of the research problems by adhering to an interview guide based on Miller's theoretical indicators. Due to the semi-structured format, additional questions were posed beyond the guide to further explore the topics raised. Second, passive observation (passive participation) was utilized, where the researcher observed static archive management activities at the archive office. This method involved the use of a flowchart displayed on the information board, which visually represented the process of archive acquisition and processing, thus helping the researcher to grasp the overall flow of archive management. Third, documentation was employed to gather records of past events through existing documents. The documentation process focused on various aspects, including the flowchart of archive acquisition and processing, storage conditions, inventory, and supporting facilities in the service room, the paper archive maintenance manual,

and a list of the number of archives managed at the research site. These documents served as supplementary data for the interview and observation findings.

The data analysis model employed in this study follows the framework proposed by [Miles et al. \(2014\)](#) which consists of three stages: data condensation, data presentation, and conclusion drawing. The data condensation stage was necessary due to the extensive volume of information gathered through interviews, observations, and documentation. This process aimed to focus and simplify the data, allowing it to be organized and aligned with the research objectives and problem statements. Subsequently, the condensed data were presented in a structured narrative format, utilizing organized matrices to facilitate the researcher's understanding of field activities. This systematic presentation supported the final stage of analysis—drawing conclusions. The conclusions derived from the study represent novel findings that offer a clearer understanding of previously ambiguous aspects of the research object. These findings were analyzed in conjunction with relevant theoretical frameworks to generate descriptive conclusions. However, the study encountered limitations during the observation process. Observations could not cover all stages of archive management, as these activities at the Archives Depot of the East Java Provincial Library and Archives Service are not performed daily. As a result, the observations were constrained by the limited availability of specific activities during the data collection period.

3. RESULTS AND DISCUSSION

Static Archive Management Procedures as a Source of Historical Research

Static archive management activities at the Archives Depot of the East Java Provincial Library and Archives Service are based on static archive management procedures from [Miller \(1990\)](#) which are divided into six activity stages, namely record selection; accessioning; arrangement; description; conservation, preservation and storage; as well as use/reference function. The theory of static archive management put forward by Miller is used as a benchmark for finding new findings, so that in its implementation not all stages apply and there are modifications to the sequence of stages that occur at the research location. This change occurred because the archive office in carrying out its duties was guided by regulations that were binding on this institution.

The implementation of each stage at the research location is guided by Law Number 43 of 2009 concerning Archives, Government Regulation Number 28 of 2012 concerning the Implementation of Law Number 43, East Java Regional Regulation Number 4 of 2015 concerning the Implementation of Archives, and Regulation of the Head of ANRI Number 31 of 2011 concerning Procedures for Acquisition of Static Archives. The special regulations regarding providing compensation to creators or owners of archives who demand compensation are Regulation of the Governor of East Java Province Number 124 of 2016 concerning Guidelines for Providing Compensation and Rewards in the Acquisition of Static Archives. These regulations, which are used as guidelines according to [Touray \(2021\)](#) can provide an operational basis for effective management of static archives.

1. Archive Selection

Archive selection activities begin with collecting archives from the archive creator. This activity is in accordance with the initial step in the scope of the acquisition stage described by [Miller \(1990\)](#), namely collection. Archive collection is carried out through a personal approach to archive creators because some archive creators do not know that their static archives can be

acquired by archival institutions for the purposes of saving and preserving. The collected archives will be acquired based on the archive acquisition flow including data collection, arrangement, assessment, handover and withdrawal, preparation of minutes and submitted DPA, signing of minutes and handover of archives, withdrawal/transportation to the archive body. When compared with the results of research conducted by [Fadhli \(2021\)](#), this stage is included in the acquisition stage by categorizing archives based on information value and media or type of archive. However, no further reports were obtained regarding the details of the acquisition process and this activity only refers to UUD Number 7 of 1971. When compared with the findings of this research, the archive acquisition process is separated into two stages, namely archive selection and accession. Each archival institution has different regulations to suit its environmental conditions. So not all process stages have the same flow. The next step is to carry out assessment activities using two methods according to [Muhidin & Winata \(2018\)](#), namely direct verification and indirect verification.

Direct verification is carried out at this institution for regional apparatus organizations (OPD) that have a Records Retention Schedule (JRA) as a determinant of the use value of records. If an archive is found that is not yet static, the archive will be handed back to the OPD. Meanwhile, indirect verification is carried out on private institutions, community organizations and individuals who do not have a JRA by determining the use value of archives. The record selection stages in [Miller \(1990\)](#) theory only extend to assessment activities. This is because the archive selection stage which includes acquisition activities according to [Widodo \(2022\)](#) is a process of adding to archival treasures which requires the willingness of both parties, namely the archive creator and the archival institution.

2. Accession

The implementation of accession activities or what can be called handover of archives is carried out legally to maintain the legality of the acquisition of static archives. In [Miller \(1990\)](#) theory, the accessioning stage is appropriate and well implemented. However, the implementation of the accession stage at the research location is integrated with the record selection stage which is referred to the static archive acquisition stage. Apart from that, there are also things that need to be considered in this activity regarding requests from archive creators about archive access (closed/open) for the public and double-checking physical archives with the list of archives submitted. Accession activities are mostly carried out by government agencies because the archive office has responsibility to manage the East Java Provincial government archives. The reason for the large number of government archives managed by archival institutions is highlighted in the research of [Martínez-Cardama & Pacios \(2022\)](#) refers to Indonesian's long-term development plan that archives are seen as a way of improving society or rebuilding a country based on its collective memory.

3. Arrangement

In arrangement activities there are two principles put forward by [Miller \(1990\)](#), namely the principle of provenance and the principle of original order. The implementation of structuring activities at the Archives Depot of the East Java Provincial Library and Archives Service implements these two principles to group static archives that have been received by archival institutions from archive creators. The arrangement begins by grouping archives based on the origin of the archive creator. Then, a scheme is created based on the organizational structure of the archive creator.

4. Description

Archive description activities are made in manual form with description cards and digitally by inputting the description results into the SIKN-JIKN system. Archives that have been received by archival institutions are usually obtained in large and irregular quantities so that apart from being organized manually, the data information in these archives is also sorted in Microsoft Excel software before being input into the SIKN-JIKN system. The implementation of this system is carried out by providing a list of archives managed by the Archives Depot of the East Java Provincial Library and Archives Service online on the website <http://sikn.jatimprov.go.id/> which can be accessed freely by users. With the SIKN-JIKN system, the archive list is not only available in manual form but is also presented in digital format. In line with this problem, Colavizza et al. (2022) stated that very large archives require artificial intelligence to help organize these archives. However, the application of information technology at the Depo Arsip DPK Provinsi Jawa Timur can be said to be still in its early stages because the description of archives is done manually and digitally. The uneven application of technology has its own advantages in terms of sorting the archive list if an error occurs. For example, what was found at the research location was an error in sorting the archive list, but the archivist easily only needed to move the description cards back into order.

Apart from the application of information technology which has not been maximized, the archive description stage according to Miller (1990) is understanding, compiling, analyzing, controlling, exchanging and providing access to archives. In accordance with this statement, the implementation of the archive description stage has a systematic flow which is referred to as the archive processing flow. This activity starts with archive transit and then differentiates between textual archives and new media archives. The textual archive description stage includes temporary description and numbering, schematic preparation, maneuvering description cards and physical archives, definitive numbering, packaging and arranging in boxes, labeling, making an archive inventory, and arranging in the archive office. Meanwhile, the stages for new media archives are handling technical data, recording non-technical data, compiling a list of archive collections, numbering and labeling, and arranging in the archive office.

In previous research conducted by Fadhli (2021), the archive description process began with an archive survey, sorting, registration of archives on card sheets, making a list of archive descriptions, sorting, making serial numbers on the cover, making a schematic list of archive descriptions, storing in archive boxes, and store the box on the shelf. Based on research findings and previous research results, there are several similarities in implementation. However, the process of describing archives found at the research location differentiates between textual archives and new media archives. With these differences in actions, the process of describing archives becomes more effective because each archive media has different handling. The implementation of description activities at the research location is broadly in accordance with Miller's theory.

5. Conservation, Preservation and Storage

The implementation of conservation activities has different terms at the research location, namely restoration which is included in curative preservation but still has the same goal, namely repairing damaged archives. Conservation activities according to Miller (1990) include reformatting, repairing and restoring damaged archives. The stages of archival restoration carried out at the research location are research, determining methods for archival preservation/repair, recording/photographing, providing information/numbering, deacidifi-

cation, repair process, and returning the archive to the storage location. Archives preservation is divided into two, namely curative preservation and preventive preservation. Curative preservation aims to repair damaged archives, while preventive preservation aims to prevent damage and maintain archives.

Archive storage is carried out on archives that have been processed, both archives resulting from restoration and archives that are still in good condition. The implementation of static archive storage is differentiated based on archive media, textual archives are stored using archive boxes. Meanwhile, non-textual archives are stored according to the availability of storage equipment, such as photo archives are stored in brown paper, cartography archives are stored in three storage containers (lateral shelves, archive hanging tools, and picture tubes), and sound recording archives are stored on small shelves. The media transfer archives are stored on the NES cloud server as an internal storage place for the Archives Depot of the East Java Provincial Library and Archives Service before being uploaded to the Diskominfo server.

At this stage the archive undergoes a preservation process by preventing damage and repairing damaged archives. In [Fadhli \(2021\)](#) research, archive preservation was carried out by carrying out fumigation activities, applying insecticidal lime, and physical coating of archives. Apart from that, preservation is also carried out by providing a room equipped with temperature control and digitizing archives. Based on these results, when compared with this research, there is a significant difference, namely the absence of curative preservation activities aimed at repairing damaged archives. Meanwhile, in this research, the preservation process was carried out using two preservation methods to maximize archival preservation.

6. Use/Reference Function

The activity of using archives, especially as a source for historical research, has three archive retrieval tools that make it easier for historical researchers to find the archives they need. In [Miller \(1990\)](#) opinion, the use/reference function stage requires the availability of access that suits the needs of various audiences. The retrieval tools provided are inventories, guides and source texts. [Fadhli \(2021\)](#) research obtained results related to retrieval tools using a manual method, namely using a book catalogue. In contrast to Fadhli's research, the findings in this study regarding retrieval tools are also available in manual form, namely the three retrieval tools that have been mentioned. Based on this comparison, the practices carried out at the research location are more effective in supporting historical research needs. The process of utilizing archives at the archive office takes place in the service room by implementing the applicable SOP. The application of this policy is aimed at physical paper and digital archives to protect the confidentiality of archives. If a user wants to access archives outside the service area, they must ask the archivist for permission first.

The research results show that there are differences with the research conducted by Fadhli. Fadhli's research focuses on the use of archives in general. Meanwhile, in this research, the use of archives is aimed at using them as a source for historical research. Availability of archive access in [Fadhli \(2021\)](#) research is not only carried out indoors but also outdoors using a mobile archive service. In this research, archives can only be accessed freely by users when they are inside the service area, and if they want to access them outside the service area, there are several applicable conditions that have been mentioned.

All archives managed by archival institutions can actually be accessed by the public, however there are several archives whose access is limited because according to the considerations of the creators and archival institutions these archives are still closed. If you want to access the archive, the user must ask permission from the creator of the archive in

question. Accessibility of archives to the public in Europe based on research by [Friedewald et al. \(2024\)](#) there are also restrictions on access for the public, so that if users want to access it they need to get a letter of recommendation for access permission. This phenomenon occurs because the information in the archives is confidential and if access is not regulated it can be misused by irresponsible individuals.

There are other discoveries, that is only archives managed by this archival institution are serviced to users, but there are archives that cannot be served to users. This situation occurs due to two things, namely the archives being searched for have not been processed by the archivist so that access to their use is still closed and the archives being searched for are not managed or do not exist in this institution. There are facilities to support for easy use, namely consultant reader to guide users in using archival services, reference books (biographies, encyclopedias and history books), foreign language dictionaries and collections of statutory regulations.

Obstacles in the Static Archive Management Process

Every process of archive management activities carried out by the Archives Depot of the East Java Provincial Library and Archives Service did not always run smoothly because it sometimes experiences challenges. Regarding these challenges, there were obstacles found at the research location from internal and external factors.

1. Internal Factors

Internal factors inhibiting the management of static archives are categorized into four parts, including: 1) regarding archivist competence which is not in accordance with linear knowledge in the field of archives, making archivists have to adapt to archive management procedures and learn them in stages. Meanwhile, archivists who have not mastered the ability to operate technology can only carry out management manually, so that further work that requires technological assistance will be handed over to other archivists and the person concerned must also adapt to the tasks given to them; 2) regarding technical assignments for archivists, gaps appear due to the unequal distribution of tasks, giving rise to feelings of envy among archivists, thereby reducing work motivation so that work results are not optimal; 3) there are several obstacles in the operational technical category, such as inappropriate placement of archives after they have been processed or borrowed, making archives difficult to find when searched. There are still many archives that have piled up and have not been processed due to limited human resources, and access to archives is closed due to incomplete processing process or due to a decision based on the consideration of the archive creator; 4) related to the budget, facilities and infrastructure resulting in expensive restoration implementation, inadequate infrastructure and a less than ideal position of the archive office. In this category, obstacles can result in less than optimal archive preservation efforts. One of the problems related to insufficient budget means that fumigation activities for preventive preservation cannot be carried out routinely.

2. External Factors

From external factors, the obstacle faced is the lack of public awareness regarding saving static archives so that archives handed over to archival institutions are in an irregular condition and some archive creators or owners do not yet have the will to hand over their historical archives to archival institutions because they consider the archives to be confidential. These obstacles have an impact on the archive management process because if the archives are

submitted in an irregular condition, it will increase the archivist's duties beyond his obligations, resulting in a workload that is increasingly piling up. Meanwhile, obstacles due to the creator or owner of the archive not having the will to hand over archives of historical value to archival institutions can result in an incomplete collection of historical archives.

The implementation of the stages in static records management theory has a complex path when implemented at the research location. There are several conditions that cause the sequence of stages to change. The activity cycle is depicted in figure 1.

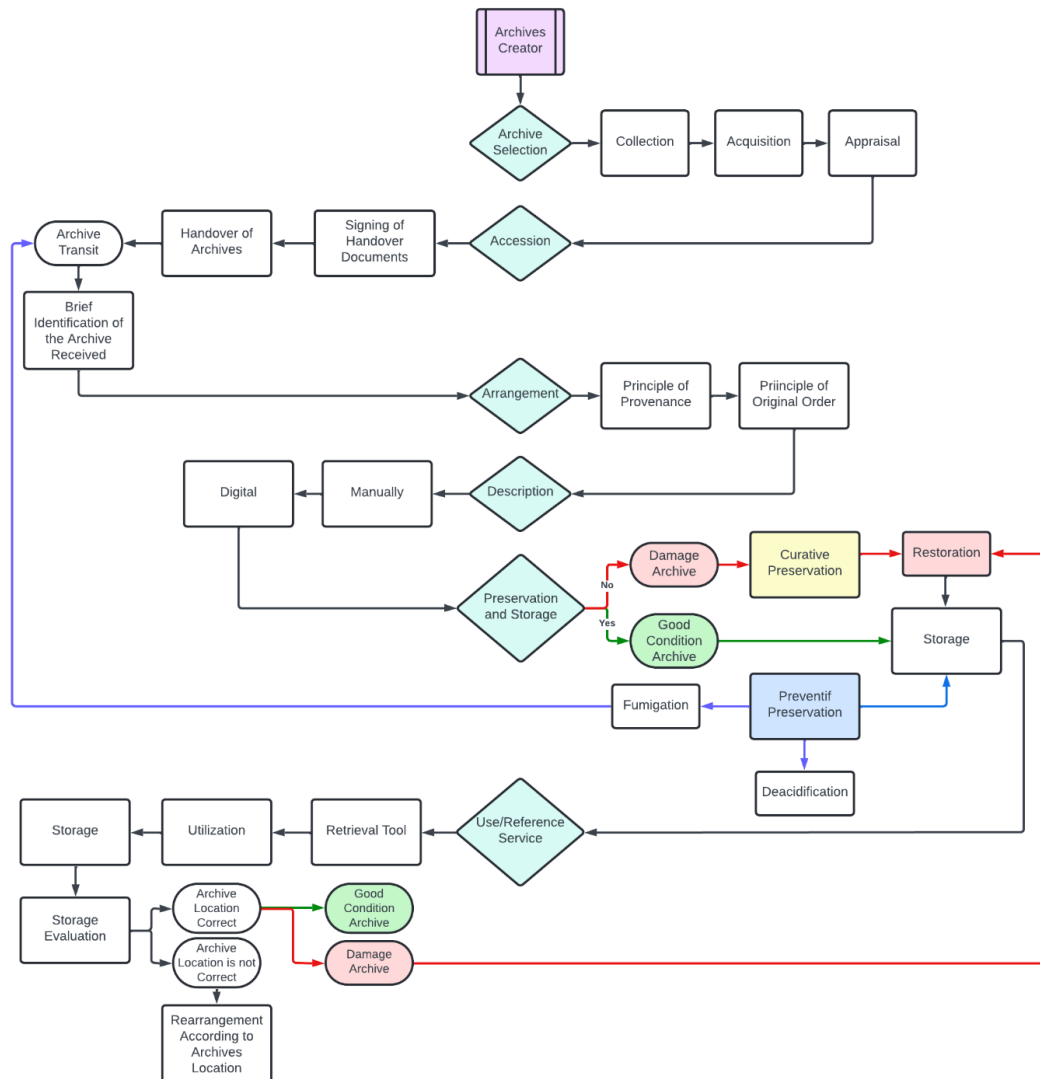


Figure 1. Theory Implementation cycle at the research location

The activity cycle in Miller's static archive management theory implemented at the research location can produce two cycle paths that have differences based on the condition of the archive. Firstly, archives in good condition will go through the stages of static archive management sequentially from stages one to six, but there are activities at stage five which are implemented to prevent factors destroying the archives from entering further in the follow-up process. In this condition, archive selection is carried out on archive creators starting with archive collection activities, then the archives will be acquired passively or actively based on the results of the assessment to determine which archives the archival institution will acquire

are truly static archives. The next activity is that the archive is accessed or handed over to an archival institution legally accompanied by signed accompanying documents. Archives that have been submitted will be transported and transferred to the archive transit section for fumigation which is included in preventive preservation activities. Fumigation is carried out in the second stage because the archives during the handover activity have the potential to carry factors that destroy the archives if they are not sterilized.

The next step, after the archive has been fumigated, will be to briefly identify the physical archive with a list and the archive access to prepare for further processing. After the accession activities are carried out, the archives will then be arranged based on two principles of archive arrangement, prioritizing the provenance principle, then the archives will be arranged based on the principle of original order. The results of this structuring process will be described in manual and digital form for the purposes of creating a list of archives which will be compiled into retrieval tools, namely archive inventories, guides and source manuscripts. The next step after a description of the archive is carried out, the archives that have been processed will be stored in different storage containers according to the archive media. Storage activities are equipped with a preventive preservation process to prevent damage to archives through deacidification and fumigation. The final activity of static archive management is the use of archives for reference functions with the help of retrieval tools to provide archive search paths for users so that archives can be utilized for historical research purposes. After the utilization process, the archive will be returned to its original location. The static archive management process does not only involve returning the archive to its original location, the next process that must be carried out is evaluating the archive storage to ensure the location of the archive is in accordance with its origin and double-checking the physical condition of the archive. In this first condition, if the archives are in good condition then the process of utilizing the archives can be carried out again for research purposes and so on.

Second, the new archive cycle path occurs when the archive is damaged. The cycle of static archive management activities from the second condition starts from the first stage (archive selection) to the fifth stage (preservation and storage), the implementation is the same as the first condition. The difference in the course of the cycle between the first condition and the second condition only occurs in stage five (preservation and storage) and stage six (use/reference function). At the use/reference function stage, after an evaluation of the physical condition of the archives has been carried out, if the evaluation results show that there are archives that are damaged, this will be followed up by carrying out the fifth stage, namely curative preservation to restore the damaged archives. Then, the archive that has been restored will be stored back in its original place and can be served again at the use/reference function stage.

If Miller's cycle of static archive management activities is applied to the research location, based on the results of the analysis, it can be seen that there are differences in implementation which are differentiated based on the physical condition of the archive, namely archives in good condition and archives in damaged condition. In the first condition, the archives are in good condition so the static archive management cycle runs sequentially from stages one to six although there is an additional process in the second stage as anticipation damage to archives by fumigation. While the second condition is that the archive is in a damaged condition, there is a new sequence in the static archive management cycle that differs from the first condition. This sequence occurs when damaged archives are discovered in stage six which is resolved by carrying out the fifth stage again, namely curative preservation through the process of restoring damaged archives.

4. CONCLUSION

The management of static archives at the Archives Depot of the East Java Provincial Library and Archives Service has been conducted in accordance with established procedures, albeit with certain variations in implementation. Key distinctions include the merging of archive selection and accession into a single activity termed static archive acquisition, conservation activities overlapping with restoration efforts toward a common goal, and preservation being categorized into curative and preventive measures. Additionally, the application of Miller's theory on static archive management procedures at the site reflects two conditions influenced by the physical state of the archives, encompassing both well-preserved and damaged materials. Challenges in static archive management arise from internal and external factors. Internal obstacles include archivist competence, task allocation, operational technicalities, and limitations in budget, facilities, and infrastructure. External challenges primarily stem from low public awareness about the importance of preserving static archives.

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