

COMPANY ARCHIVE OBLIGATIONS

May 01, 2012

On 27 February 2012, the Government issued Government Regulation No. 28 of 2012 on the Implementation of Law No. 43 of 2009 on Archives (**“GR 28/2012”**).

In brief, GR 28/2012 requires companies to have an Archive Retention Schedule (Jadwal Retensi Arsip/JRA) which provides the retention period, type of archives, information regarding recommendations for the destruction or re-assessment of archives as guidelines for the depreciation and retrieval of archives. The procedure for the determination of the JRA will be further regulated.

All companies must deliver their archives to the Archival Institution. Archives are records which meet the following criteria: (a) they have historical value, (b) their retention period has already expired and/or, (c) they are intended to be made permanent. The regulation also stipulates that archives delivered to the Archival Institution must be authentic, reliable, integral and usable archives.