



**MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA**

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 05/M-DAG/PER/2/2017

CONCERNING

SUBSTANTIVE ARCHIVES RETENTION SCHEDULE FOR INTERNATIONAL TRADE

NEGOTIATION FIELD, NATIONAL EXPORT DEVELOPMENT FIELD, AND

COMMODITY PERIODICAL TRADE SUPERVISION FIELD

BY THE GRACE OF THE ALMIGHTY GOD

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that in order to empower archives in the implementation of duty and function of the Trade Ministry effectively and efficiently to reach archives reduction implementation order and in order that archives safety as instance and apparatus performance accountability proof as well as national responsibility in environment of the Ministry of Trade; it is necessary to regulate Archives Retention Schedule;
  - b. that based on Approval Letter of the Head of National Archives of the Republic of Indonesia Number B-PK.02.09/57/2016 on 2 December 2016, Approval matter of Substantive Archives Retention Schedule (JRA) of the Ministry of Trade of the Republic of Indonesia, it is necessary to regulate Substantive Archives Retention Schedule for International Trade Negotiation Field, National Export Development Field, and Commodity Periodical Trade Supervision Field;



- c. that based on considerations as intended in letter a and letter b, it is necessary to stipulate Regulation of the Minister of Trade concerning Substantive Archives Retention Schedule for International Trade Negotiation Field, National Export Development Field, and Commodity Periodical Trade Supervision Field;

- In view of :
1. Law Number 39 of 2008 concerning State Ministry (State Gazette of the Republic of Indonesia of 2008 Number 166);
  2. Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2009 Number 152, Supplementary State Gazette of the Republic of Indonesia Number 5071);
  3. Governmental Regulation Number 28 of 2012 concerning the Implementation of Law Number 43 of 2009 concerning Archives (State Gazette of the Republic of Indonesia of 2012 Number 53, Supplementary State Gazette of the Republic of Indonesia Number 5286);
  4. Presidential Regulation Number 7 of 2015 concerning Organization of State Ministry (State Gazette of the Republic of Indonesia of 2015 Number 8);
  5. Presidential Regulation Number 48 of 2015 concerning Trade Ministry (State Gazette of the Republic of Indonesia of 2015 Number 90);
  6. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 concerning Organization and Administration of the Trade Ministry (State Gazette of the Republic of Indonesia of 2016 Number 202); \
  7. Regulation of the Head of National Archives Number 2 of 2013 concerning Archives Retention Guidance for Economy Sector of Trade Affairs (State Gazette of the Republic of Indonesia of 2013 Number 1276);

HAS DECIDED:

To stipulate : SUBSTANTIVE ARCHIVES RETENTION SCHEDULE FOR INTERNATIONAL TRADE NEGOTIATION FIELD, NATIONAL



EXPORT DEVELOPMENT FIELD, AND COMMODITY PERIODICAL  
TRADE SUPERVISION FIELD.

Article 1

In this Regulation of Minister referred to as:

1. Archives shall be activity or event record in various forms and media in accordance with information and communication technology development made and received by state institution, regional government, educational institution, company, political organization, social organization, and individual in the implementation of social, national, and state life.
2. Archives Retention shall be term of storage obliged to be conducted towards a type of Archives.
3. Active Retention shall be minimum term of storage for a type of Archives in processing unit.
4. Inactive Retention shall be minimum term of storage for a type of archives on archives unit/Archives center.
5. Archives Retention Schedule hereinafter abbreviated as JRA shall be list containing at least term of storage or retention, type of archives, and information containing recommendation concerning stipulation of a type of archives to be destroyed, re-evaluated, or to be permanent used as Archives reduction and safety guidance.
6. Substantive Archives Retention Schedule shall be list containing substantive Archives along with its term of storage in accordance with its utility value and used as substantive Archives reduction guidance of National Export development Field, International Trade Negotiation Field, and Commodity Periodical Trade Supervision Field.
7. Archives reduction shall be activity of reducing number of Archives by transferring inactive Archives from processing unit to archival unit, Archives destruction having no utility value, and static Archives transfer to archival institution.
8. Archives Utility Value shall be Archives value which is based on its utility for the importance of Archives user.
9. Premiere Utility Value shall be Archives value which is based on Archives utility for the importance of the Ministry of Trade.



10. Secondary Utility Value shall be Archives value which is based on Archives utility for the importance of other institutions/instances and or public's interest outside the Ministry of Trade and used as proof and national accountability.
11. Type of Archives shall be Archives or documents arranged in accordance with filing system or managed by a unit, as the result of a same accumulation or filing process, or the same activity, possesses a particular form, or because of other some connections, arising because of its creation, acceptance, or utility.
12. Statement of Destroyed shall be statement declaring that type of archives is destroyable because the term of retention has terminated and does not have any longer utility value.
13. Statement of Permanent shall be statement declaring that a Type of Archives has Secondary Utility Value or Permanent Utility Value, is obliged to be submitted to National Archives of the Republic of Indonesia as accountability proof in accordance with its each authority scope.
14. Statement of Re-Evaluated shall be information declaring that a Type of Archives cannot be determined its final recommendation whether to be destroyed or to be permanent, so that evaluation and re-examination are necessarily conducted.

## Article 2

- (1) Substantive Archives Retention Schedule for National Export Development Field, International Trade Negotiation Field, and Commodity Periodical Trade Supervision Field are used as guidance in Archives reduction in connected to national export development Archives, international trade negotiation, and commodity periodical trade supervision in environment of the Ministry of Trade.
- (2) Substantive Archives Retention Schedule as intended in paragraph (1) contains Type of Archives, retention, and information.
- (3) Substantive Archives Retention Schedule as intended in paragraph (1) is attached in Appendix which is inseparable part of this Regulation of Minister.



### Article 3

- (1) Substantive Archives Retention as intended in Article 2 paragraph (2) is determined for Active and Inactive Retention.
- (2) Active and Inactive Retention is determined based on criteria as follows:
  - a. Active Retention is stipulated with considerations for the importance of processing unit accountability; and
  - b. Inactive Retention is stipulated with considerations for the importance of related working unit and the ministry.
- (3) Active Retention is calculated as from Archives is created and registered to main problem on documents is completely processed.
- (4) Inactive Retention is calculated as from Archives completes its active storage period.

### Article 4

- (1) Statement as intended in Article 2 paragraph (2) contains recommendation stipulating Archives to be destroyed, re-evaluated, or to be permanent.
- (2) Recommendation delivered in statement concerning stipulation of a Type of Archives to be destroyed, re-evaluated, and to be permanent is stipulated based on considerations:
  - a. statement of destroyed is determined if during the final Archives retention does not have any utility value;
  - b. statement of permanent is determined if considered to have historical utility value; and
  - c. statement of re-evaluated is determined on Archives considered to potentially cause dispute or disagreement.

### Article 5

This Regulation of Minister shall come into effect as from its stipulation date.

For public cognizance, ordering the promulgation of this Government Regulation in the Official Gazette of the Republic of Indonesia.



Stipulated in Jakarta  
on 10 February 2017

THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Stipulated in Jakarta  
on 16 February 2017

DIRECTOR GENERAL  
LAWS AND LEGISLATIONS  
THE MINISTRY OF LAW AND HUMAN RIGHTS  
THE REPUBLIC OF INDONESIA,

sgd.

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2017 NUMBER 290

Copy conforms to the original  
Secretariat General  
The Trade Ministry  
Head of Legal Bureau,

M. SYIST



APPENDIX

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 05/M-DAG/PER/2/2017

CONCERNING

SUBSTANTIVE ARCHIVES RETENTION SCHEDULE FOR

INTERNATIONAL TRADE NEGOTIATION FIELD,

NATIONAL EXPORT DEVELOPMENT FIELD,

AND COMMODITY PERIODICAL TRADE SUPERVISION FIELD

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SUBSTANTIVE ARCHIVES RETENTION SCHEDULE FOR  
THE MINISTRY OF TRADE

1. INTERNATIONAL TRADE NEGOTIATION FIELD

NO	TYPE/SERIES OF ARCHIVES	STORAGE PERIOD		DESCRIPTION
		ACTIVE	INACTIVE	
1	2	3	4	5
A	POLICY Policy concerning International Trade Negotiation, National Export Development, and Commodity Periodical Trade Supervision, includes: a. Policy inspection and proposal	2 years after inapplicable	8 years	Permanent



	<ul style="list-style-type: none"> <li>b. Policy preparation</li> <li>c. Formulation and arrangement of materials</li> <li>d. Providing input and support in policy arrangement</li> <li>e. Stipulation in the form of Standard Norm, Procedure and Criteria</li> </ul>			
B	Multilateral Negotiation			
	1. Negotiation			
	<ul style="list-style-type: none"> <li>a. Negotiation preparation                             <ul style="list-style-type: none"> <li>1) Negotiation preparation meeting (between ministry/institution).</li> <li>2) Decree concerning Team Establishment.</li> <li>3) Meeting materials (negotiation position, point of intervention, facsimile news).</li> <li>4) Report of activity and negotiation working program.</li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>b. The Implementation of Negotiation                             <ul style="list-style-type: none"> <li>1) Negotiation discussion</li> <li>2) Negotiation result</li> <li>3) Meeting result facsimile news</li> <li>4) Report of negotiation result</li> </ul> </li> </ul>	2 years	3 years	Destroyed except report of negotiation result, permanent





	<p>c. After Negotiation (Follow up)</p> <ol style="list-style-type: none"> <li>1) Working group report.</li> <li>2) Workshop report.</li> <li>3) Policy dialogue report.</li> <li>4) Trade facilitation ratification process (domestic ratification correspondence, commitment category, Keppres (Presidential Decree) reference, Draft Bill, academic manuscript, translated manuscript, policy brief and executive summary).</li> <li>5) original document of agreement protocol</li> </ol>	2 years	3 years	Destroyed except working group report and original document of agreement protocol, Permanent
	d. Ratification result (Presidential Decree Draft)	2 years after being stipulated	3 years	Destroyed
	2. Dispute handling			
	<p>a. Dispute handling preparation</p> <ol style="list-style-type: none"> <li>1) Negotiation preparation meeting (between Ministry/Institution).</li> <li>2) Meeting materials (negotiation position, point of intervention, facsimile news).</li> </ol>	2 years	3 years	Destroyed except National scaled, Permanent
	<p>b. Implementation of dispute handling</p> <ol style="list-style-type: none"> <li>1) Dispute handling discussion</li> <li>2) Appellate body report</li> </ol>	2 years	3 years	Destroyed except National scaled, Permanent
	c. After dispute handling (Follow up)	2 years	3 years	Destroyed



	<ul style="list-style-type: none"> <li>1) Workshop report.</li> <li>2) Policy dialogue report.</li> </ul>			
	<ul style="list-style-type: none"> <li>3. Trade provisions and notification                             <ul style="list-style-type: none"> <li>1) Trade provision review</li> <li>2) Notification process</li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>4. Market access (agricultural and non agricultural goods)                             <ul style="list-style-type: none"> <li>1) Goods tariff</li> <li>2) Non goods tariff</li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>5. Facilitation and trade rules</li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>6. Intellectual property rights, investment, environment and new issue.                             <ul style="list-style-type: none"> <li>1) Intellectual property rights and investment</li> <li>2) Environment and new issue</li> </ul> </li> </ul>	2 years	3 years	Destroyed
C	ASEAN Negotiation (MEA)			
	<ul style="list-style-type: none"> <li>1. ASEAN goods trade facilitation (market access and customs)                             <ul style="list-style-type: none"> <li>a. Negotiation preparation                                     <ul style="list-style-type: none"> <li>1) Internal meeting result of the Ministry.</li> <li>2) Negotiation position.</li> <li>3) Meeting materials.</li> </ul> </li> <li>b. Implementation of negotiation                                     <ul style="list-style-type: none"> <li>1) Negotiation discussion</li> </ul> </li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>1) Negotiation discussion</li> </ul>	2 years	3 years	Destroyed



	2) Meeting result facsimile news.			
	c. Report of negotiation result (ASEAN goods tariff provisions, and others)	2 years	3 years	Permanent
	d. Follow up of negotiation result	2 years	3 years	Destroyed
	2. Small and Medium Business (UKM) Investment and ASEAN issue competitiveness			
	a. Negotiation preparation 1) Internal meeting result of the Ministry. 2) Negotiation position. 3) Meeting materials.	2 years	3 years	Destroyed
	b. Implementation of negotiation 1) Negotiation discussion 2) Meeting result facsimile news	2 years	3 years	Destroyed
	c. Summary of Decisions (SoD) ASEAN Blueprint (Asean Investment Agreement (AIA), Asean Trade in Goods Agreement (ATIGA), Asean Framework Agreement on Services (AFASI))	2 years	3 years	Permanent
	d. Follow up of negotiation result 1) Coordinating meeting 2) Technical meeting	2 years	3 years	Destroyed



	3. ASEAN partnership dialog			
	a. Dialog preparation 1) Internal meeting result of the Ministry 2) Negotiation position 3) Dialog materials	2 years	3 years	Destroyed
	b. Implementation of dialog 1) Dialog discussion 2) Meeting result Facsimile news	2 years	3 years	Destroyed
	c. Report of dialog result	2 years	3 years	Destroyed except national scaled dialog result, Permanent
	d. Follow up of dialog result	2 years	3 years	Destroyed
	4. Cooperation between and sub-regional			
	a. Negotiation preparation 1) Internal meeting result of the Ministry 2) Negotiation position 3) Meeting materials	2 years	3 years	Destroyed
	b. Implementation of negotiation 1) Negotiation discussion	2 years	3 years	Destroyed



	2) Meeting result facsimile news.			
	c. Report of negotiation result	2 years	3 years	Destroyed except national scaled, Permanent
	d. Follow up of meeting result	2 years	3 years	Destroyed
	5. Agreement Ratification Process	2 years after being stipulated	3 years	Destroyed except Ratification Result, Permanent
	6. Dissemination/central and regional public Consultation concerning ASEAN Economy Community (business world, regional government, academician)	1 year	2 years	Destroyed
D	APEC and Other International Organizations			
	1. APEC negotiation (Access and trade facilitation and investment)			
	a. Negotiation preparation 1) Internal meeting result of the Ministry 2) Negotiation position 3) Meeting materials	2 years	3 years	Destroyed
	b. Implementation of negotiation 1) Negotiation discussion 2) Meeting result facsimile news	2 years	3 years	Destroyed



	c. Report of negotiation result	2 years	3 years	Destroyed
	d. Follow up of negotiation result 1) Technical meeting (related instances) 2) Public consultation (Business Doer, Academician, Regional Government)	2 years	3 years	Destroyed
	2. UN and Non UN Bodies (Islamic Conference Organization (OKI), The Standing Committee for Economic and Commercial Cooperation of the Organization of the Islamic Cooperation (COMCEC), Group of 20 (G20), Indian Ocean Rim Association (IORA), Developing 8 Countries (D-8)) a. International organizational meeting result b. Ratification process c. Ratification result	2 years	3 years	Destroyed except ratification result, Permanent
	3. International commodity organization			
	a. Organizational assembly 1) Assembly process 2) Assembly result	2 years	3 years	Destroyed
	b. International commodity data	2 years	3 years	Permanent
	c. Dissemination (all commodities)	2 years	3 years	Destroyed



	d. Monitoring and evaluation	1 year	1 year	Destroyed
E.	Bilateral Negotiation			
	1. Pre Negotiation			
	a. Preparation 1) Position paper (negotiation position, negotiation materials) 2) Agenda	2 years	3 years	Destroyed
	b. Agreement draft	2 years after being stipulated	3 years	Destroyed
	2. Negotiation 1) Trade Agreement 2) Memorandum of Understanding 3) Joint Statement 4) Agreed Minutes 5) Preferential Trade Agreement	2 years after being renewed	3 years	Permanent
	3. After Negotiation			
	a. Public consultation in central and regional 1) Activity process 2) Activity report	2 years	3 years	Destroyed
	b. Ratification process 1) Explanation manuscript	2 years after being stipulated	3 years	Destroyed



	<ul style="list-style-type: none"> <li>2) Draft of Presidential Regulation</li> <li>3) Agreement Translation</li> <li>4) Agreement Manuscript</li> </ul>			
F.	Services Trade Negotiation			
	1. Business, distribution, financial services, construction, tourism, cultural recreation and sports services, education and health services, communication, environment, and energy Services, transportation and logistics Services, and other services.			
	<ul style="list-style-type: none"> <li>a. Negotiation preparation                             <ul style="list-style-type: none"> <li>1) Internal meeting result of the Ministry</li> <li>2) Negotiation position</li> <li>3) Meeting materials</li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>b. Implementation of Negotiation                             <ul style="list-style-type: none"> <li>1) Negotiation discussion</li> <li>2) Meeting result facsimile news</li> </ul> </li> </ul>	2 years	3 years	Destroyed
	<ul style="list-style-type: none"> <li>c. Report of negotiation result</li> </ul>	2 years	3 years	Destroyed except national scaled, permanent
	<ul style="list-style-type: none"> <li>d. Follow up of negotiation result</li> </ul>	2 years	3 years	Destroyed
	2. Rules, domestic regulation and information analysis arrangement (reference)	2 years	3 years	Destroyed





	3. Public Consultation, Workshop, Focus Group Discussion, Dialog Series	1 year	1 year	Destroyed
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II. NATIONAL EXPORT DEVELOPMENT FIELD

NO	TYPE/SERIES OF ARCHIVES	STORAGE PERIOD		INFORMATION
		ACTIVE	INACTIVE	
1	2	3	4	5
A.	Market Development and Export Information			
	1. Market Development			
	a. Market development analysis for export destination 1) Market intelligent, data survey (desk research) and field research 2) Market brief, market brief information provider for export destination (desk research) 3) Report of market intelligent activity result/market brief. 4) Market map of export destination	2 years	3 years	Destroyed



	<p>b. Information dissemination and export market opportunity</p> <p>1) Dissemination</p> <p>2) Report of information dissemination and export market opportunity result.</p>	2 years	3 years	destroyed
	2. Export Information System Development			
	<p>a. Export data management</p> <p>1) Export data collection.</p> <p>2) Export data update (exporter, importer, commodity).</p> <p>3) Trade balance and export information analysis.</p>	1 year after being renewed	4 years	destroyed
	<p>b. Export information system</p> <p>1) Application, website development, including online application implementation of Directorate General of National Export Development.</p> <p>2) Technical guidance for export information system application implementation.</p> <p>3) Membership system and online promotion.</p> <p>4) Member's data (exporter and importer).</p> <p>5) Information network management.</p>	1 year after being renewed	4 years	destroyed
	3. Export Information Services			
	<p>a. Business doer services</p> <p>1) Customer Service Center (CSC), business doer's data.</p>	2 years	3 years	destroyed



	<ul style="list-style-type: none"> <li>2) Gathering CSC.</li> <li>3) Permanent Trade Display (PTD).</li> <li>4) Inquiry.</li> </ul>			
	<ul style="list-style-type: none"> <li>b. Export information publication Magazine, leaflet and brochure.</li> </ul>	1 year	1 year	destroyed
B.	Export Product Development			
	1. Manufacturing Industrial Outcome (machine, metal, electronic and telematics, food, textile and textile products, medical tools, and variety)			
	<ul style="list-style-type: none"> <li>a. Identification                             <ul style="list-style-type: none"> <li>1) Exporter's and prospective potential exporter's identification.</li> <li>2) Export product observation in competitor's country.</li> <li>3) Report of identification result.</li> </ul> </li> </ul>	2 years	3 years	destroyed
	<ul style="list-style-type: none"> <li>b. Product development                             <ul style="list-style-type: none"> <li>1) Product adaptation.</li> <li>2) Dissemination of export product observation result, product profile.</li> <li>3) Product catalogue.</li> <li>4) Rebranding.</li> <li>5) Participation in export product competitiveness increase</li> </ul> </li> </ul>	2 years	3 years	destroyed



	6) Handicraft product development 7) Participation in creative product development			
	c. Facilitation of Intellectual Property Rights	1 year after Intellectual Property Rights are published	4 years	destroyed
	e. Design development (Designer Dispatch Services (DDS) selection, DDS implementation, design information services, design clinic, workshop design, design award	2 years	3 years	destroyed
	2. Agro products (forestry and plantation, agriculture and fishery)			
	a. Identification 1) Exporter's and prospective potential exporter's identification 2) Export product observation in competitor's country 3) Report of identification result	2 years	3 years	destroyed
	b. Product development 1) Product adaptation 2) Dissemination of export product observation result, product profile 3) Product catalogue 4) Rebranding	2 years	3 years	destroyed



	<ul style="list-style-type: none"> <li>5) Facilitation of Intellectual Property Rights</li> <li>6) Participation on export product competitiveness increase</li> <li>7) Handicraft product development</li> <li>8) Participation on creative product development</li> </ul>			
	<ul style="list-style-type: none"> <li>c. Design development (designer dispatch services (DDS) selection, DDS implementation, design information services, design clinic, workshop design, design award,</li> </ul>	2 years	3 years	destroyed
	3. Services (business and profession, construction, and distribution services			
	<ul style="list-style-type: none"> <li>a. Identification                             <ul style="list-style-type: none"> <li>1) Exporter's and prospective potential exporter's identification</li> <li>2) Export product observation in competitor's country</li> <li>3) Report of identification result</li> </ul> </li> </ul>	2 years	3 years	destroyed
	<ul style="list-style-type: none"> <li>b. Product development                             <ul style="list-style-type: none"> <li>1) Product adaptation</li> <li>2) Dissemination of export product observation result, product profile</li> <li>3) Product catalogue</li> <li>4) Rebranding</li> <li>5) Participation of export product competitiveness increase</li> </ul> </li> </ul>	2 years	3 years	destroyed



	6) Handicraft product development 7) Participation on creative product development			
	c. Design development (designer dispatch services (DDS) selection, DDS services, design information services, design clinic, workshop design, design award	2 years	3 years	destroyed
	4. Creative product (media and technology science (Iptek), art and culture and design)			
	a. Identification	2 years	3 years	destroyed
	1) Exporter's and progressive potential exporter's identification 2) Export product observation in competitor's country 3) Report of identification result			
	b. Product development 1) Product adaptation 2) Dissemination of export product observation result, product profile 3) Product catalogue 4) Rebranding 5) Facilitation of Intellectual Property Right 6) Participation on export product competitiveness increase 7) Handicraft product development 8) Participation on creative product development	2 years	3 years	Destroyed



	c. Design development (Designer Dispatch Services (DDS) selection, DDS implementation, design information services, design clinic, workshop design, design award.	2 years	3 years	destroyed
C.	Export Development Cooperation			
	1. Foreign (Government and Non Government)			
	a. Export development cooperation Measuring	2 years	3 years	destroyed
	b. MoU/Cooperation Agreement	1 year after MoU terminates	4 years	Permanent
	c. Activation / dissemination	2 years	3 years	destroyed
	d. Implementation of export development cooperation result	2 years	3 years	destroyed
	e. Monitoring and evaluation	2 years	3 years	destroyed
	f. Report of activity result	2 years	3 years	destroyed
	2. Domestic (Government and Non Government)			
	a. Identification of export development cooperation	2 years	3 years	destroyed
	b. MoU/Cooperation Agreement	1 year after MoU terminates	4 years	Permanent
	c. Activation/dissemination	2 years	3 years	destroyed
	d. Implementation of export development cooperation result	2 years	3 years	destroyed
	e. Monitoring and evaluation	2 years	3 years	destroyed
	f. Report of activity result	2 years	3 years	destroyed
D.	Promotion and Image Development			



	1. Trade promotion (Domestic and Foreign)			
	<p>a. Trade exhibition participation (active exhibition, big exhibition, trade and purchasing mission)</p> <p>1) Invitation for prospective participants</p> <p>2) Administrative and product selection</p> <p>3) Participant's data</p> <p>4) Leaflet or brochure making</p> <p>5) Documentation</p> <p>6) Report of exhibition result</p>	2 years	3 years	destroyed
	<p>b. Socialization of promotion</p> <p>1) Survey to prospective participants</p> <p>2) Presentation</p> <p>3) Participant's data</p> <p>4) Documentation</p> <p>5) Report of promotion socialization result</p>	2 years	3 years	destroyed
	2. Image			
	<p>a. Planning</p> <p>1) Nation branding video making (Focus Group Discussion, identification.</p> <p>2) Indonesian product image increase video making (Focus Group Discussion, identification)</p>	2 years	3 years	destroyed





	3) Report			
	b. Image application 1) Image application (video nation branding and others 2) Promotion kit making 3) Report	2 years	3 years	destroyed
	c. Observation and Evaluation 1) Observation and evaluation questionnaire 2) Report of observation and evaluation result	2 years	3 years	destroyed

### III. COMMODITY PERIODICAL TRADE SUPERVISION FIELD

NO	TYPE/SERIES OF ARCHIVES	STORAGE PERIOD		DESCRIPTION
		ACTIVE	INACTIVE	
1	2	3	4	5
A.	Laws and Legislations and Taking action			
	1. Laws and legislation arrangement in the field of Commodity Periodical Trade (PBKI), Warehouse Receipt System (SRG) and Commodity Auction Market (PLK)			
	a. Draft of Bill (including: early draft to final draft and legal study to its stipulation)	4 years after its stipulation	1 year	permanent



	b. Draft of Governmental Regulation (including: early draft to final draft and legal study to its stipulation)	4 years after its stipulation	1 year	permanent
	c. Draft of Presidential Regulation (including: early draft to final draft and legal study to its stipulation)	4 years after its stipulation	1 year	permanent
	d. Regulation/Decree of the Minister of Trade (including early draft to final draft and legal study to its stipulation)	4 years after not being stipulated	1 year	permanent
	e. Regulation/Circular Letter of the Head of Commodity Periodical Trade Supervision Body	4 years after inapplicable	1 year	Destroyed except about arrangement, permanent
	f. Mutual of Understanding/MoU	4 years after inapplicable	1 year	permanent
	2. Legal Services			
	a. Legal Enforcement			
	1) Identification	4 years	1 year	Permanent
	2) Inspection (statement letter of performing inspection until sanction imposition)	4 years after sanction imposition	1 year	Permanent
	3) Investigation (statement letter of performing investigation until P21 file)	4 years after inkracht van gewijsde	1 year	Permanent



	4) Civil Servant Investigation Activity (PPNS) a) PPNS training and education program b) PPNS Refreshment	1 year	1 year	destroyed
	5) PPNS administration file	As long as PPNS exists	1 year	Permanent
	6) Technical meeting, Monitoring, Coordinating Meeting, etc	1 year	1 year	destroyed
	b. Giving legal services			
	1) Legal consultation	2 years	3 years	Permanent
	2) Legal assistance	2 years	3 years	Permanent
	3) Complaint	4 years	1 year	Permanent
	c. Case handling 1) Follow up of complaint/claim/police report. 2) Pre-trial Hearing 3) Civil 4) State's Administration 5) Arbitration	1 year after inkracht van gewijsde	4 years	Permanent
B.	Periodical and Physical Market Supervision			
	1. Supervision of Commodity Periodical Trade Transaction			
	a. Supervision of Periodical Market Transaction 1) Daily, weekly and monthly transaction report of PBK	3 years after follow up of	2 years	Destroyed, except national scaled



	<p>business Doer</p> <p>2) Inspection process and periodical market transaction analysis of PBK business doer</p> <p>3) Report of supervision result (LHP)</p> <p>4) Internal coordination related to sanction imposition (LHP follow up)</p>	<p>supervision result is complete</p>		<p>LHP, permanent</p>
	<p>b. Periodical Market transaction data (Amount, volume and value of transaction, PBK business doer's data, commodity contract data)</p>	<p>3 years after being renewed</p>	<p>2 years</p>	<p>Permanent</p>
	<p>c. Supervision for PBK business doer's transaction</p> <p>1) Transaction data</p> <p>2) Transaction data analysis</p> <p>3) Report of supervision result (LHP)</p> <p>4) LHP delivery process to business doer</p> <p>5) Internal coordination related to sanction imposition</p>	<p>3 years after follow up of supervision result is complete</p>	<p>2 years</p>	<p>Destroyed, except national scaled LHP, Permanent</p>
	<p>d. Supervision for Physical Market Transaction</p> <p>1) Commodity price data</p> <p>2) Commodity contract specification data</p> <p>3) Data analysis</p> <p>4) Physical transfer location properness recommendation</p> <p>5) Report of supervision result</p>	<p>3 years</p>	<p>2 years</p>	<p>Destroyed, except national scaled LHP, permanent</p>
	<p>2. Supervision for PBK Business Doer Obedience</p>			



	<p>a. Financial report supervision of PBK business doer</p> <ol style="list-style-type: none"><li>1) Financial report data of PBK business doer</li><li>2) Recapitulation of financial report data delivery</li><li>3) Financial report analysis</li><li>4) Report of evaluation/supervision report</li><li>5) Fine Sanction Imposition Process</li></ol>	3 years	7 years	Destroyed
	<p>b. Periodical Intermediary Supervision</p> <ol style="list-style-type: none"><li>1) Periodical Intermediary Data</li><li>2) Identification and inspection of report conformity data/table</li><li>3) Delay matrix</li><li>4) Analysis result</li><li>5) Report of observation and evaluation result</li><li>6) Coordination with related unit (Follow up)</li><li>7) Appeal to doer that does not/is late to deliver report,</li><li>8) Report of supervision result</li></ol>	3 years	7 years	Destroyed
	<p>c. Supervision of PBK Business Doer's Annual Report</p> <ol style="list-style-type: none"><li>1) Data of PBK business doer's annual report</li><li>2) Report conformity matrix</li><li>3) Observation and evaluation result</li><li>4) Follow up of observation and evaluation result</li><li>5) Appeal towards business doer that does not/is late to deliver report.</li></ol>	3 years	7 years	Destroyed



	6) Report of Annual Report Observation Result			
	3. PBK Business Doer Audit			
	<p>The audit implementation to PBK Business Doer</p> <ul style="list-style-type: none"> <li>a. Regular Audit Notification Letter.</li> <li>b. Inspection Working Paper (KKP) related to Management and Organization, Customer Acceptance and Transaction Implementation.</li> <li>c. Matrix of audit result finding.</li> <li>d. Notification Letter of audit result to Auditee</li> <li>e. Response discussion Official Report upon audit result.</li> <li>f. Recommendation to auditee.</li> <li>g. Follow up monitoring upon audit result.</li> <li>h. Report of monitoring result</li> <li>i. Internal coordination related to audit result.</li> <li>j. Report of audit result.</li> </ul>	3 years after follow up of audit result is complete	7 years	Permanent
C.	Market Guidance and Development			
	1. Strengthening of commodity periodical trade (business doer and institutional)			
	a. Commodity Periodical Business license issuing and trade approval (request, license is issued).	4 years after license is issued	1 year	destroyed
	b. Business doer's and institutional license revocation.	2 years after	3 years	destroyed



		revocation Decree Letter (SK) is issued		
	c. PBK Business Doer's Database	2 years after being renewed	1 year	Destroyed
	d. Technical Training/Workshop/Socialization/Focus Group Discussion for PBK Doer	2 years	1 year	destroyed
	e. Competence Test for Periodical Intermediary Representative	3 years	2 years	destroyed
	2. Market development			
	a. Approval Issuing 1) Regulation and Order Approval (PTT) of market and institution, clearing along with its changing 2) Regulation and order approval of auction market and its changing 3) Periodical contract approval	4 years after PTT approval or contract is revoked	1 year	Destroyed
	b. PBK institutional and product development and Warehouse Receipt System (SRG)			
	1) Analysis of institutional and PBK product development and SRG	2 years	3 years	Permanent
	2) Focus Group Discussion, Confinement to base, technical	2 years	3 years	Destroyed



	meeting			
	3. Data and information technology development			
	a. Data Development (including commodity price and periodical price statistics, commodity price data, periodical market price data, and commodity price information system management)	2 years after data is updated	3 years	Destroyed
	b. Information Technology			
	1) Guidance for application user	2 years after there is application development	3 years	Destroyed
	2) Software windows server license	2 years after license is updated	3 years	Destroyed
	4. Monitoring and evaluation for periodical market and physical market commodity price	1 year	1year	destroyed
D	Guidance and Supervision for Warehouse Receipt System and Commodity Auction Market			
	1. Guidance of Warehouse Receipt System			
	Approval issuing	2 years until approval is revoked	3 years	Permanent
	a. Approval of SRG warehouse organizer			
	b. SRG warehouse approval			





	c. Approval of SRG conformity appraisal institution (LPK)			
2.	Supervision of Warehouse Receipt System	2 years after being updated	3 years	Permanent
	a. Transaction database and Warehouse Receipt System institutional			
	b. Report of Supervision Result			
3.	Guidance and Supervision for Commodity Auction Market			
	a. Commodity auction market guidance	2 years until approval is revoked	3 years	Permanent
	1) Approval issuing for commodity auction market implementation.			
	2) Approval issuing for auction market insurance institution			
	b. Supervision for Commodity Auction Market	2 years after being updated	3 years	Permanent
	1) Data of auction market transaction			
	2) Report of Supervision Result			
4.	Technical guidance/Socialization/Workshop (invitation until report)	1 year	1 year	destroyed
5.	Monitoring and evaluation	2 years	3 years	destroyed



THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Copy conforms to the original  
Secretariat General  
The Ministry of Trade  
Head of Legal Bureau,

M. SYIST

