



Photo Archives: Preserving Memories

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Abstract. This paper discusses the importance of making photos part of an archival collection and provides recommendations for acquisition methods. This paper will explore the role of developing archive acquisition methods carried out by the Depok City Archives and Libraries Office to enrich the collection. Photographic archives are an essential part of cultural heritage, provide a visual record of the past, and are a valuable resource for researchers and historians to contribute to sustainable development. This paper uses observation data and document analysis of archive acquisition activities carried out by the Depok City Archives and Library Service as a Regional Archives Institution. Archive acquisition activities at the Depok City Archives and Library Service consist of two methods, first, acquisition of archives by withdrawing from regional, sub-district, and sub-district apparatus organizations and acquisition of archives from the community by giving rewards through the "Contest for Adding Archives Treasures." These two methods are implemented based on ANRI Head Regulation No. 31 of 2011 concerning Procedures for Acquisition of Archives and Depok Mayor Regulation No. 82 of 2018 concerning Guidelines for Acquisition Archives within the Depok City Government. The implement archive acquisition method based on applicable guidelines can increase the effectiveness of the acquisition archives at the Depok City Archives Institute.

Keywords: Archives acquisition, Photographic archives

1 Introduction

Archives are essential in documenting and preserving human activities and events for future generations. Evidence archives provide social, political, economic, and cultural developments over time per sustainable development goals (SDGs). The archives provide information for a global blueprint for sustainable development. The SDGs provide a framework for achieving a sustainable future for all. The Role of Archives in Sustainable Development Archives provides evidence of past activities and events that can influence current and future decisions. Records can support sustainable development by facilitating governance, accountability, and transparency. By documenting government policies, decisions, and activities, archives can hold governments accountable for their actions and ensure transparency in decision-making.

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Archives also play an essential role in supporting the SDGs by providing evidence of progress toward achieving the goals. Through the documentation contained in the archives, it can show the effectiveness of development projects and programs. Archives can also facilitate the development and evaluation of SDGs by providing data and evidence to measure progress toward promoting the goals. Archives can also contribute to sustainable development with cultural heritage and biological richness. Cultural heritage archives can help support and promote cultural diversity, an essential component of sustainable development. Likewise, biologically protected archives can help maintain and protect natural resources and ecosystems, which are essential for sustainable development.[1]

Archives face several challenges in supporting sustainable development. One of the main challenges is the need for more resources and funds for archival programs. Developing countries need more resources and infrastructure to establish and maintain an appropriate archives program. Another challenge is the need for more awareness among policymakers and the public about the importance of archives for sustainable development. However, there are also opportunities for archives to contribute to sustainable development. Advances in digital technology have made it easier to document, preserve, and disseminate archives.

Archival institutions carry out activities to increase their archives collection from various media to provide information and evidence supporting sustainable development. Acquisition of archives is the initial stage in the management of archives carried out by archival institutions to add to the treasury of archives. Generally, archive acquisition activities begin with the submission of archives by the organization's archive creator to the archival institution. Both parties carry out the transfer as a form of legal transfer of responsibility by signing the minutes of the transfer of the archives. Archives acquired from organization archive creators are historical archives whose retention period has expired and submitted to the archival institution authorized to manage archives.

Photographs are essential to our cultural heritage and provide a visual record of the past. They are used in various ways, from personal to historical, and are a valuable resource for researchers and historians. However, photographs are also susceptible to deterioration and loss, making preserving them for future generations essential. One way to ensure the preservation of photographs is to make them a part of an archival collection. Archival collections are carefully curated and maintained to ensure the long-term preservation of their contents. They are typically housed in specialized facilities with controlled environments and are managed by trained professionals.[1]

Making photographs a part of an archival collection offers several benefits. First, it ensures they are properly stored and cared for, reducing the risk of damage or loss. Second, it provides access to photographs for researchers and historians, allowing them to study and interpret the images in their historical context. Finally, it helps to ensure the photographs' longevity, allowing future generations to appreciate and learn from them.

This study uses a qualitative research method which is a type of descriptive research. This descriptive research aims to gain an in-depth understanding of the object being studied regarding the acquisition method applied by the Depok City Library and Archives Service. This study uses descriptive research to analyze and describe the acquisition of archives through certain activities in the form of a photo archive contest. This data collection used observation, interviews, and documentation or recording activities in 2022.

2 Literature Review

Archive acquisition is the initial stage in archive management carried out by archival institutions in the framework of adding to archive treasures. Increasing archive treasures to archival institutions through archive acquisition activities is included as an effort by archival institutions to be accountable to archives as the nation's collective memory to the community. Research conducted to examine acquisition activities covers various aspects, such as studies on the authority to carry out acquisitions, the participation of various parties to add to the treasury of archives, and how the role of archives is as evidence and information on important events in a country.

There are several reasons behind the implementation of the acquisition of archives at archival institutions, namely practical, economic, political, social, and legal reasons [2]. Acquisition of archives for practical reasons is a form of implementing responsibility for archive management by archive creators and archival institutions. The organization of the archive creator can transfer or make archives acquisition if they have carried out systematic archive management, from creation activities to depreciation. Archives submission to archival institutions can be carried out through archive acquisition activities to transfer responsibility for managing records from archive creators to archival institutions.

For economic reasons, the acquisition of archives by archival institutions increases the efficiency and effectiveness of archive management budgets for archive creators. Acquisition of archives through submission of archives from archive creators to archival institutions will have an impact on reducing the number of archives kept by archive creators. Because of this, archives for archive creators that have expired their active and inactive retention periods and have permanent and historical value information need to be submitted to archival institutions under their authority, thereby reducing the operational costs of managing and storing archives for archive creators.

Acquisition of archives for political reasons by archival institutions is a process of transferring responsibility from archive creators to archival institutions. The transfer of responsibility results in a transfer of authority in terms of archive management so that archives that were previously dynamic archives with use value to the archive creator, after their active and inactive retention periods have expired and have historical use

value, will then become the responsibility of the archival institution as the institution authorized to carry out archive management.

The social rationale for archival acquisition is to provide archive utilization and services to the public. Archives with historical value are indeed used as information material that the public can utilize for the benefit of knowledge. Archive acquisition is part of a series of archive management activities, where archive management aims to provide archival services to the public. The implementation of archive acquisition activities at archival institutions will support the availability of archive treasures as a form of social responsibility to the public.

In addition, there are legal reasons, namely, the acquisition of archives can function as a form of saving and preserving archives, whereas archives are archives with evidential use value. Through the acquisition of archives, archives with sustainable or secondary values can be managed and stored at archival institutions as a form of accountability for the public's right to archival information.

In 2018, Rakhmawati, R et al. conducted a study to compare and analyze the factors influencing the archive acquisition process in the public and non-public sectors [3]. The research focuses on the Wonosobo Regency Archives and Libraries Office and the Indonesia Visual Arts Archive (IVAA). Several factors influence the dynamics of the interpretation and implementation of archive acquisitions, including archivist, institutional and legal resources. Archive acquisition is limited to handing over records and involves intellectual activity and sectoral ego reduction. Intellectual activity is manifested in tracing archives, which are the target of acquisition by archival institutions and negotiation methods to obtain archive creators' willingness to hand over their archives. The concept of reducing sectoral ego is reflected in the emphasis on the scope and limits of archive management authority by government archival institutions. Indonesia has many administrative regions, covering 34 provinces and not including regencies and cities down to the village level. Managing archives in this huge administrative area and overcoming problems related to the quality of human resources in the archives sector, which is still far from the technical and scientific competence standards of archival to achieve the goals and aspirations of organizing national archives, is not easy.

Another study entitled *Design Archives: Sustainable Solutions for young designers in Valencia, Spain* focuses on the relationship between three elements, namely design education, cultural heritage, and technology [4]. Several studies have combined these three elements, showing archives' role in designer curriculum development. There are two projects that the Universitat de València has carried out to preserve cultural heritage through archives or artifacts. The European SILKNOW project, funded by H2020, aims to preserve and promote European silk heritage. Additionally, there is the *Arxiu Valencià del Disseny* project, a local project in Valencia that focuses on preserving and disseminating the Valencian designer archive. Both projects aim to preserve cultural heritage and mediate between archives and museums in the creative industries.

The importance of carrying out acquisition activities is not only in cultural preservation. The small number of studies that consider cultural preservation have tended to focus on the role of galleries, libraries, archives, and museums in the preservation of cultural heritage without considering their role in maintaining culture through the other three main areas of preserving and promoting cultural identity, cultural diversity, and cultural vitality. This study researched the role of culture in enabling sustainable development at the organizational level. This study aims to identify mutually supportive and conflicting relationships between independent libraries' contributions in four key areas of cultural sustainability. In addition, this study also observes organizational values that can influence or help the organization's sustainability. The results of this research produce a framework that can assist in managing the internal sustainability of the organization and its contribution to the external cultural sustainability agenda in independent libraries. This research provides a new perspective on understanding the relationship between galleries, libraries, archives, and museums in the context of cultural sustainability [5].

3 Discussion

Acquiring archive treasures to archival institutions through archive acquisition activities is an effort by archival institutions to be accountable to archives as the nation's collective memory to the community. For this reason, assessing the quality of archives, both physical and archive information is necessary. To support the achievement of archive acquisition goals, the National Archives of the Republic of Indonesia (ANRI), as an archival institution at the national level, has provided guidelines regarding archive acquisition in the form of Regulation of the Head of ANRI Number 31 of 2011 concerning Procedures for Acquisition of Archives. The guideline is a guide that includes provisions, methods, and stages in the implementation of archive acquisition activities [6].

Referring to ANRI Head Regulation Number 31 of 2011, acquisitions are archives submitted by archive creators through two verification stages: acquisition of archives through direct verification and acquisition of archives through indirect verification [6]. In the acquisition stage, the archives to be acquired will be examined for their continuing use value based on the archive retention schedule for the archive creators and the criteria for assessing archives with secondary use value based on ANRI Head Regulation Number 19 of 2011 concerning Guidelines for Evaluation of Criteria and Types of Archives with Secondary Use Value [7].

As the second-level Archives Institution, the Depok City Archives and Library Service have the authority to carry out archive acquisition activities in the Depok City environment. In addition to carrying out the acquisition of archives from regional, sub-district, and sub-district apparatus organizations, the Depok City Archives and Library Service also carries out acquisitions of archives from the community in exchange for an annual Audiovisual Archives Addition Contest activity.

3.1 Acquisition of Archives from the community in return

This archive acquisition method is carried out regarding Depok Mayor Regulation 82 of 2018 concerning Guidelines for Archive Acquisition Procedures in the Depok City Regional Government Environment [8]. In this method, the Depok City Archives and Libraries Office acquires archives of photo archives submitted by the public through the Audiovisual Archives Additions Contest held by the Archives Management Section of the Depok City Archives and Library Service every year since 2017.

The Contest for Adding Audiovisual Archives is an activity that aims to assist the Depok City Archives and Libraries Service as an archival institution in adding archive treasures, mainly photo archives with the theme of Depok City history from the people of Depok City. Through the provision of Rewards, the Depok City Archives and Library Service hopes to encourage the participation of the Depok City community in adding to the treasures of Depok City photo archives. Since its implementation in 2017, the Depok City Archives and Library Service has focused on the theme "Depok City Historic Buildings." During the pandemic period in 2021, the competition theme changed to "Depok during the Covid-19 pandemic". The vital thing to consider in determining the theme "Depok during the Covid-19 pandemic" in the Contest for Adding Audiovisual Archives is an effort to save photo archives of the Covid-19 event, which can become archives [9].

As the organizer of the competition, the Archive Management Section of the Depok City Archives and Library Service divided the participants into the Contest for Adding Audiovisual Archives, two categories of participants. The Student Category consists of Junior High School (SMP), Senior High School (SMA)/equivalent, and the General Category, which consists of the General Community of Depok City. The distribution of winner categories for each category is winner 1st, second, and third. The prizes given by the Archives Management Section of the Depok City Archives and Library Service to participants who won 1st, second, and third places from each category were in the form of money with a nominal amount adjusted to the level of the participant's winner [9].

3.2 Implementation

According to Widodo (2017), acquiring archives from the community through the Contest for Adding Audiovisual Archives Treasures is one of the compensation methods [2]. This activity refers to Depok Mayor Regulation Number 82 of 2018 concerning Guidelines for Archive Acquisition in the Depok City Government Environment. With this method, archival institutions provide benefits/rewards for voluntary archives submission by individuals or institutions creating archives. The compensation given is based on the quality and quantity of archives submitted. Rewards for the Contest for Adding Audiovisual Archives are also based on the quality of the photo archives and according to the participant's champion level.

The implementation team for the Competition for Adding Audiovisual Archives consists of the Head of the Depok City Archives and Libraries Service as Activity Advisor, the Secretary of the Depok City Archives and Library Service as General Chair, and Committee Members from the Archives Management and Archives Management Section. All employees in the Archives Management Sector and the Archives Management Section are involved in implementing the Audiovisual Archives Addition Contest. In addition, there was also a jury consisting of historians, Depok Heritage as the historical community of Depok City, and the photography community and resource persons consisting of photography practitioners and archivists of the ANRI Preservation Directorate.

The Audiovisual Archives Addition Contest consists of two categories.

a. Contest for Adding Audiovisual Archives for Student Category

The Competition for Adding Audiovisual Archives for the Student category consists of a Single Photo contest in the form of photo documentation of an object according to the competition theme.

b. Competition for Adding General Category Audiovisual Archives

The Competition for Adding Audiovisual Archives for the General category consists of a Photo Story competition in the form of at least five photos of object documentation according to the competition theme. The conditions for sending works for the storytelling photo category are works submitted by participants in the form of Story Photos and their narration with photo prints of at least 3R size (8cm x 13cm) and affixed to an A2 Size Art Cardboard (230gsm) (not folded/rolled).

The Contest for Adding Audiovisual Archives is an annual routine activity of the Archive Management Section of the Depok City Archives and Library Service. Each year's implementation time adjusts to conditions and the academic calendar of SMP and SMA/equivalent participants. Generally, an internal meeting to determine the theme and a meeting with the jury is held at the beginning of the year. After that, it was followed by coaching activities, collecting photo materials for approximately three months, judging, and announcing the winners from August to September.

The Contest for Adding Audiovisual Archives at the Archives and Libraries Office of Depok City in 2022 is planned for March 2022 – September 2022. In March 2022, the Archives Management Section met with the jury and resource persons and determined the theme for the Addition Contest Audiovisual Archive Treasures in 2022. The 2022 Audiovisual Archives Addition Contest theme is "Depok City Culture." With this theme, people can participate in adding to the archives and get to know more about the culture and traditions of Depok City

During approximately three months of searching for photo material, the contestants then collected the photos to be contested in softcopy and hardcopy according to the provisions of the competition category. Participants upload Softcopy photos to Google Drive via the link provided during the coaching. The collection of softcopies is intended so that the jury can assess the editing and originality aspects of the contested photos.

Participants send hard copies of photos to be compiled and assessed directly by the Addition of Audiovisual Archives Contest jury.

The verification and evaluation stage is the stage in the Audiovisual Archives Addition Contest, which aims to assess the contested photos based on historical and photographic aspects as a consideration for determining the champion and adding the photo archive treasures of the City of Depok. The Archive Management Section of the Depok City Archives and Libraries Service 2022 will provide three judges to assess the historical aspects of the submitted photos. Mrs. Titi Tripanggusti is the Historian, Mrs. Ratu Farah Diba is the Depok City Historical Community: Depok Heritage representative and Mr. Awaludin is the representative from the Photography Community.

The photographer practitioner is in charge of assessing editing in photos, verifying the authenticity of photos, and other aspects of photographic assessment. Historians and the Depok City Historical Community are tasked with assessing photos from a historical perspective, including historical events and buildings in the Depok City environment. The evaluation of the photos is entirely up to the three judges of the Audiovisual Archives Addition Contest. The three judges evaluate the contested photos directly. Then the judges will discuss the photo evaluation from historical and photographic aspects to determine the first, second, and third-place winners according to the competition category. After the assessment, the three judges conveyed verbally to determine the winner of the Audiovisual Archives Addition Contest to the Archives Management Section of the Depok City Archives and Library Service as the competition organizer. After determining the competition's winners, the Depok City Library and Archives Service announced the winners in a special event. The announcement of the winners in 2021 was held at the Lotus Hall, Depok City Hall. The event was filled with the activities of delivering announcements of winners as well as the presentation of photos of the results of the competition by the winners and ended with a group photo session.

The following documents the jury's evaluation of the photos contested in the 2021 Audiovisual Archives Additions Contest.



Figure 3. 1 Assessment activities for the 2021 Audiovisual Archives Additions Contest

Archive acquisition through the Competition for Adding Audiovisual Archives Treasures was carried out by transferring the ownership of the first, second, and third winner photos from each category to the Archives Management Section of the Depok City Archives and Libraries Office. Photos that won 1st, second, and third place in the Audiovisual Archives Addition Contest will automatically become photo archive treasures owned by the Depok City Archives and Library Service. The photos being contested are original photos with a size of 10R (20cm x 25cm) according to the general provisions of the Audiovisual Archives Addition Contest.

The following pictures are photos of the winners in the 2019 Archive Treasure Addition Competition with the theme "Depok City Historic Buildings."



Figure 3. 2 1st Winners: Photo of the 1920 YLCC Building



Figure 3. 3 2nd place winners: Photo of the Gemeente Bestuur Building (Depok Government Center during the Dutch East Indies period) in 1914.



Figure 3. 4 Third Prize: Photo of the oldest Catholic Church building in Depok, St. Paul's Church in 1986

As a reward, the first, second, and third place winners in the Audiovisual Archives Addition Contest will receive IDR 4,000,000 cash – 1,500,000 according to the participant's winning level. Determination of the nominal reward given to the competition winner is based on the unit price or standard price in the Depok City government, which is determined by the Development Section at the Depok City Regional Secretariat. The nominal reward is also adjusted to the budget conditions of the Depok City Archives and Library Service. In 2021, the nominal compensation given was reduced to IDR 2,500,000 – IDR 2,000,000 due to the Covid-19 budget allocation in Depok City.

4 Conclusion

Archives are crucial in supporting sustainable development by providing evidence of past activities, supporting accountability and transparency, monitoring and evaluating progress, preserving cultural heritage and biodiversity, and facilitating sharing knowledge and best practices. Making photographs part of an archival collection is essential to preserving our cultural heritage. It ensures that photographs are appropriately stored, cared for, and accessible to future generations. As a form of innovation in proactively acquiring archives for archive creators in the Depok City area, the Depok City Archives and Libraries Service also held a Contest for Adding Audiovisual Archives as part of the acquisition of static archives from the public in return. Other Archive Institutions can use this competition to add to archive treasures. This competition is an activity that aims to assist the Static Archives Management Section in adding to the treasury of static archive photos about historic buildings, events, or objects in Depok City. The Contest for Adding Audiovisual Archives is open to junior and senior high school/equivalent students and the public of Depok City. The stages of the Competition for Adding Audiovisual Archives consist of competition socialization/coaching, material collection by participants, assessment by judges, and announcement of winners.

Static archive photos from the Audiovisual Archives Addition Contest activities are placed on a standing frame and stored in the second exhibition hall of the Depok City Archives and Library Archives Building. However, the archival institution faces several challenges, including more resources, funding, and awareness about the importance of archives for sustainable development. Addressing this challenge requires greater collaboration between archives, governments, NGOs, and communities to promote sustainable development and preserve human history and cultural heritage for future generations.

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