

The Notary Protocol File Managerial

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Abstract.

The Regional Supervisory Council (MPD) of Semarang Regency acts as a supervisor for the performance of all Notary Offices in Semarang Regency in implementing the spearhead of the Notary Supervisory Council (MPN). The managerial implementation of Notary protocol files in Semarang Regency in Act No. 30 of 2004 on Notary Positions is not regulated in detail so that in its implementation it is left to the policies of each Notary Office. This study aims to determine and analyze the managerial implementation of Notary protocol files at the Semarang Regency Notary Office and the implementation of managerial supervision of Notary protocol files by the Semarang Regency MPD. The research method used in this research is empirical juridical using primary and secondary data. The results of this study indicate that the managerial implementation of the Notary protocol file is carried out based on Articles 8, 12 and 15 paragraph (1) of Act No. 30 of 2004. Supervision from the MPD of Semarang Regency is carried out 2 times a year and has carried out digitization of protocol files through Link and SILANDU.

Keywords: Files; Managerial; Protocol.

1. Introduction

Notaries as public officials have special authority to make authentic deeds which are seen as an honorable position in society.¹ The existence of the Notary profession has a functional role in social life. Everything that is confirmed by a Notary is considered true because a Notary is considered a document maker who has a strong position in a legal process.² Products made by a Notary in the form of a deed can be a legal basis for a status of property to the rights and

¹D. Djunaedi, 2021, Juridical Analysis Related to Confidentiality of Notary Liability, *Jurnal Daulat Hukum*, 4(1), p. 91.

²Kie, 2011, *Studi dan Serba-Serbi Praktek Notaris*, Jakarta: Ichtiar Baru Van Hoeve, p.444.

obligations of a person. If there is an error in the deed made by the Notary, it will cause the rights and obligations of a person to be revoked.³

The role of a Notary in the service sector is as an official who is authorized by the state to serve the public in the civil field, especially making authentic deeds as stated in Article 1 paragraph (1) of the Notary Office Law.⁴ The provisions in Article 67 of the Notary Office Law stipulate that the Minister of Justice and Human Rights appoints a Notary Supervisory Board which has the task of supervising Notaries in exercising their authority. Members of the Notary Supervisory Board (MPN) consist of elements from the government, notary organizations and experts or academics. The supervisory board in the mandate of the Notary Office Law consists of the Regional Supervisory Council, the Regional Supervisory Council and the Central Supervisory Council.⁵

Notary is an official who has the authority to make authentic deeds guided by the Law on Notary Position, Notary Code of Ethics and other provisions related to the Notary profession.⁶ The authority to carry out attributive supervision rests with the Minister of Law and Human Rights in the provisions of Article 67 paragraph (1) of the Notary Office Law which later in the provisions of paragraph (2) stipulates the delegation of supervisory authority to the Notary Supervisory Council (MPN).⁷ The authority of the Regional Supervisory Board (MPD) of Semarang Regency to oversee the performance of all Notaries in Semarang Regency is an important part of the sustainability of the Notary profession. Therefore, MPD Notary is the spearhead of the Notary Supervisory Council (MPN) which carries out direct supervision of notaries.⁸ The authority as an examiner or supervisor carried out by the Semarang Regency MPD must be based on an understanding of the duties, rights and obligations of the profession being examined according to the mandate of the laws and regulations. This provision is contained in Article 70 of the Notary Office Law, which in its provisions states that the MPD has the authority to examine notary protocols, determine where to store notary protocols that are 25 years old or more, and

³Erwiansyahbana & Melinda, 2018, Kewenangan dan Tanggung Jawab Notaris Pengganti Setelah Pelaksanaan Tugas dan Jabatan Berakhir, *Jurnal Lentera Hukum*, 5(2), p. 30.

⁴Putra & Anand, 2018, Perlindungan Hukum terhadap Para Pihak yang Dirugikan atas Penyuluhan Hukum Oleh Notaris, *Jurnal Hukum dan Masyarakat Madani (HUMANI)*, 8(2), p.111.

⁵H. Adjie, 2007, *Hukum Notaris Indonesia Tafsir Tematik terhadap Undang-Undang No 30 Tahun 2004 tentang Jabatan Notaris*, Surabaya: Refika Aditama, p. 173.

⁶Eriyanti, D. & Ridwan, F. H, 2022, Peranan Notaris dalam Kepastian Hukum Akta Kuasa Menjual terhadap Objek Jual Beli yang Dipailitkan, *Jurnal USM Law Review*, 5(1), p. 254.

⁷Yuliandari, N. M. & Oppusunggu, Y. U, 2021, Upaya Hukum Notaris yang Diberhentikan dengan Tidak Hormat Ditinjau dari Peradilan Tata Usaha Negara, *Jurnal USM Law Review*, 4(2), p. 855.

⁸Trisnomurti, R. & Suryawan, I. G. B, 2018, Tugas dan Fungsi Majelis Pengawas Daerah dalam Menyelenggarakan Pengawasan, Pemeriksaan, dan Penjatuhan Sanksi Terhadap Notaris, *Jurnal Notarii*, 2(2), p. 129.

appoint a notary who is appointed as a state official as the temporary holder of the protocol. Notary Public.

The long validity period of an authentic deed results in the need for managerial Notary protocol files to be regulated. An authentic deed is a perfect means of evidence, in procedural law the proof has a juridical meaning, meaning that it only binds the parties involved in the deed which creates rights and obligations for the parties according to what is stated in the deed.⁹ The management of protocol files for authentic deeds is important, especially for authentic deeds that have been 25 years or more since the parties signed them. The provisions of Article 63 paragraph (5) of the Notary Office Law state that the 25-year-old Notary Protocol must be submitted to the MPD Notary. Furthermore, in the provisions of Article 70 letter e of the Notary Office Law, it mandates that the MPD has the authority to determine where to store Notary Protocols which at the time of handing over the Notary Protocols are 25 years old or more. This provision has the implication that in the implementation of the MPD's authority there is no clarity regarding how the MPD carries out its duties in determining the place of storage.

Based on the results of observations in the pre-research conducted on the MPD of Semarang Regency, it was found that the MPD of Semarang Regency had obstacles in carrying out its duties and functions from geographical factors that were so wide. This is because in Semarang Regency there are 153 Notaries which are divided into 15 Rayons. The existence of constraints from these geographical factors resulted in obstacles in terms of inspection or audit of Semarang Regency MPD members. In addition, there are still problems related to the managerial notary protocol file by MPD Semarang Regency in the form of several notaries whose managerial files in terms of storage have not met the requirements in accordance with existing laws and regulations.

Based on the background of the problems previously described, there has been no research discussing the managerial notary protocol files in Semarang Regency within the authority of the MPD, this study aims to identify and analyze the managerial implementation of the Notary protocol files at the Notary Office of Semarang Regency and the implementation of managerial supervision of the Notary protocol files by the Semarang Regency MPD based on Act No. 30 of 2004 concerning the Position of Notary and Act No. 2 of 2014 concerning Amendments to Act No. 30 of 2004 concerning the Position of Notary.

⁹Wibowo, U. R, 2020, Apa Wujud Tanggung Jawab Notaris Akibat Akta Otentik Terdegradasi Menjadi Akta di Bawah Tangan, *Jurnal Hukum dan Masyarakat Madani (Humani)*, 10(1), p. 64.

2. Research Methods

This study uses an empirical juridical approach to solve research problems by examining secondary data and primary data.¹⁰ The research specification used is analytical descriptive by describing the applicable laws and regulations associated with legal theory and practice of law enforcement concerning research problems.¹¹ The type of data used in this study is primary data obtained directly in the field through interviews¹² and secondary data from the results of literature review in the form of primary and secondary legal materials.¹³ Data collection techniques in this study were carried out through interviews and library research which were then arranged systematically in order to obtain a relatively complete picture through qualitative classification.¹⁴ Data analysis in this study used a qualitative analysis method that used analytical descriptive data through respondents' answers and literature study.¹⁵

3. Results and Discussion

3.1. Managerial Implementation of Notary Protocol Files by Notary Offices in Semarang Regency Based on Act No. 30 of 2004 concerning the Position of Notary and Act No. 2 of 2014 concerning Amendments to Act No. 30 of 2004 concerning Notary Position

Notary protocol based on the provisions of Article 1 number 13 of Act No. 2 of 2014 is defined as, "a collection of documents constituting a state archive that must be kept and maintained by a notary in accordance with statutory provisions". The managerial implementation of the notary protocol file is the authority of each Notary in the Notary Office as a maker of authentic deeds in order to provide certainty, order and legal protection. The development process which is increasing as one of the legal needs of the community requires authentic evidence made by a Notary.¹⁶ The managerial implementation of the Notary protocol file is functioned for the purposes of proof at a later date based on the provisions of Article 16 paragraph (1) letter b of Act No. 2 of 2014 in the phrase "keep the deed". The notary can save the deed as a document in the notary's protocol except for the minutes of the deed issued in original form, so

¹⁰Soekanto, S, 1984, *Pengantar Penelitian Hukum*, Jakarta: PT Raja Grafindo Persada, p. 7.

¹¹Soemitro, R. H, 2010), *Metode Penelitian Hukum dan Jurimetri*, Jakarta: Universitas Indonesia Press, p. 10.

¹²Moleong, L. J, 2004, *Metodologi Penelitian Kualitatif*, Bandung: Rosdakarya, p. 112.

¹³Fajar, M. & Achmad, Y., 2010, *Dualisme Penelitian Hukum Normatif dan Hukum Empiris*, Yogyakarta: Pustaka Pelajar, p. 157.

¹⁴Moleong, Op. Cit., p. 2.

¹⁵Soekanto, Op.Cit., p.250.

¹⁶Savira, K. & Sjarif, F. A., 2021, Efektivitas Sistem Barcode dalam Pengamanan Akta Autentik, *Jurnal USM Law Review*, 5(1), p. 158.

the notary is not required to keep it.¹⁷ The existence of legal certainty in managerial matters of protocol files is the essence of law which requires certainty based on the opinion of Maria Sumardjono.¹⁸

This research will place the Bety K Notary Office in Bawen, Semarang Regency in the managerial implementation of the Notary protocol file. The Bety K Notary Office implements an organizational system in its office with division of tasks and work authority in the form of Receiving Files, Compiling Files and Making Deeds, Registration of Files to Related Services, Submission of Files to Applicants, and Complaints of Criticism and Suggestions. In the managerial implementation of the Notary protocol file at the Bety K Notary Office, there is an obligation in the form of accountability to the Semarang Regency MPD in the form of storing, collecting and reporting the Notary protocol books along with binding the minutes of the deed and storing them in a safe place. This obligation is the embodiment of the provisions of Article 15 paragraph (1) in terms of authentic deeds regarding all actions.

There is MPD authority to store Notary protocols based on the provisions of Article 8 and Article 12 of Act No. 30 of 2004. Then in accordance with the provisions of Article 16 paragraph (1) letters b and e of Act No. 30 of 2004 provides legitimacy in the form of a Notary's obligation to keep the minutes of the deed as part of the Notary's protocol and obliges each Notary to issue the grosse of the deed, a copy of the deed or a quote of the deed based on the minutes of the deed at the request of the parties or the heirs of the parties. Based on these provisions, it can be seen that the Notary's protocol storage needs to be carried out carefully in its storage, such as placing it in a safe place and free from the danger of theft, fire hazard, humid temperatures, and the danger of animals that can damage the deed, so that the document is not lost, damaged and destroyed.¹⁹ So that in its implementation, the Bety K Notary Office implements a Notary protocol storage system in the form of placing the Notary protocol in a room that is safe and not damp, contained in a closed and fireproof cupboard, and the minutes of the deed are bound into a book and the number may not exceed 50 deed.

There are many deed archives (minuta) that must be kept and maintained at the Bety K Notary Office for Notaries who are still in their tenure to the next Notary. The inheritance of the Notary protocol has an impact on the implementation

¹⁷Fitriyeni, C. E., 2012, Tanggung Jawab Notaris terhadap Penyimpanan Minuta Akta sebagai Bagian dari Protokol Notaris, *Jurnal Ilmu Hukum (Kanun)*, 14(3), p. 395.

¹⁸Maria W. Sumardjono dalam Supriyadi, 2019, Reorientasi Asas Itikad Baik/Kebenaran Sebagai Dasar Kepemilikan Hak atas Tanah, *Jurnal Hukum dan Masyarakat Madani (Humani)*, 9(1), p. 105.

¹⁹Kuswanto, M. R. & Purwadi, H, 2017, Urgensi Penyimpanan Protokol Notaris dalam Bentuk Elektronik dan Kepastian Hukumnya di Indonesia, *Jurnal Repertorium*, IV(2), p.64.

costs of the Bety K Notary Office in charging fees. The urgency of storing the Notary protocol is due to the fact that the minutes of the deed are in paper form which are easily damaged due to the length of time the documents are stored in the safe, as well as the need for caution at the Bety K Notary Office so that there is no negligence in storing the Notary protocol. Notary protocols in paper form are also very vulnerable to damage by unexpected events (force majeure) such as fires, floods and earthquakes. On this basis, all potential risks are the responsibility of the relevant Notary Office.²⁰

The role and supervision of the MPD in the management of protocol files for the Bety K Notary Office which is included in the Semarang Regency area is carried out through a monitoring system in the form of an inspection audit of the Notary protocol and the minutes of the deed within 2 (two) times in 1 (one) year. The implementation of the audit is carried out by the Semarang Regency MPD for all Notary Offices in Semarang Regency at the beginning of each month in 2 (two) periods, namely the beginning of the year from July to December and mid-year from January to June. The implementation of MPD supervision in the management of Notary protocol files is inseparable from the basic values at the Bety K Notary Office, which applies briefings and evaluations to all Notaries and employees once a week.

The form of appreciation from the Semarang Regency MPD for the Notary Office in Semarang Regency which carries out managerial order in the protocol file is in the form of awarding the best Notary Office in Semarang Regency at each stage of its audit. This appreciation is a form of attention from the Semarang Regency MPD to guide and urge the Notary Office in Semarang Regency to carry out administrative order and improve performance in managerial terms of Notary protocol files.

The thing that needs to be observed is that there are no arrangements that discuss procedures and places for storing Notary protocols which result in no basis or procedure for Notaries to carry out these obligations other than in carrying out supervision by the MPD. The absence of special arrangements regarding the procedure and place for storing the Notary protocol has implications for the Notary's obligation to be responsible if unwanted things happen to the files in the Notary's protocol. Minutas stored should be protected against damage caused by fire and outside influences. Although in this case the law does not specify, However, it can be understood that the Notary's protocol file management can be carried out in accordance with a person's habit of storing and securing money, important papers and other valuable assets, namely in a safe. There is prudence and orderly management of the Notary's protocol

²⁰Makarim, E, 2012, *Notaris dan Transaksi Elektronik, Kajian Hukum tentang Cybernotary atau Electronic Notary*, Jakarta: PT Rajawali Pers, p.140.



file because in the case of a holder of office as a public official, the Notary's position has implications for future proof relating to important and confidential documents. So on this basis it must be stored in an orderly manner in a safe and closed place so that these documents are not easily taken by other people who do not have the right to see and see their contents.²¹

Regarding the negligence and mistakes of the Notary, if in the future there are conditions where the files or documents that are part of the Notary's protocol are lost or damaged, the Notary must prove with a court order regarding the actions that resulted in the loss or damage of the file. The existence of a notary's negligence or error in carrying out the storage of the notary's protocol file is evidence of a violation which may have implications for civil, administrative and ethical sanctions against the position of a notary based on Article 85 for violations of article 16 paragraph (1) letter b of Act No. 2 of 2014 in the form of: Verbal warning; Written warning; temporary stop; Honorable discharge; or Dismissal.

Sanctions against Notaries for damage and loss of deed are carried out within the authority of the MPD, MPW and MPP. However, in the case of violations regarding the method of storing minuta deed, the MPD will carry out administrative sanctions in the form of verbal warnings. As for the Bety K Notary Office, if a condition occurs where the client's files are lost or damaged, then systematics will be applied related to damaged or missing minutes of the deed, the form of accountability from the Notary Office is to recreate the missing or damaged minutes of the deed. As for remaking the minutes of a deed that is lost or damaged, it is necessary to summon the parties whose minutes of the deed are damaged or lost to ask for information regarding the contents of the deed by bringing a copy of the deed to the Notary before the MPD to carry out data collection for making the minutes of the deed again. However, before redoing the files and summoning the parties, the Notary needs to make a statement at the Police which basically contains a statement of loss or damage from the minuta deed for certain reasons with a note that it is not due to a crime.

In connection with the sanctions regulated in the provisions of Act No. 2 of 2014 does not specifically regulate notary liability to clients who are harmed by loss or damage to files at the notary office. The provisions in Article 16 paragraph (1) letter b of Act No. 2 of 2014 only regulates administrative sanctions, while the sanction for the loss or damage to minutes of a deed is not explained in detail.

²¹Sani, H. H. & Wahyudi, E., 2021, Tanggung Jawab Notaris atas Berkas Klien yang Terbakar, *Jurnal Revolusi Indonesia*, 1(7), p.642.

3.2. Implementation of Managerial Oversight of Protocol Files at the Notary Office by MPD Semarang Regency Based on Act No. 30 of 2004 concerning the Position of Notary and Act No. 2 of 2014 concerning Amendments to Act No. 30 of 2004 regarding the Position of Notary

MPD is the executor of the duties of MPN as the holder of power in terms of direct supervision of Notaries in each region. The authority of the MPD as stipulated in the Indonesian Notary Code of Ethics, the Decision of the Extraordinary Congress of the Indonesian Notary Association dated 30 May 2015 and Act No. 30 of 2004 in the form of: Holding a hearing to examine allegations of violations of the Notary's code of ethics or violations of the performance of a Notary's office. Since Act No. 30 of 2004 applies, the supervisor, in this case the MPN, is not only authorized to supervise the behavior of a Notary and the performance of a Notary's position, but also includes examining allegations of violations of the Notary's code of ethics; Examine the Notary's protocol periodically 1 (one) time in 1 (one) year or at any time deemed necessary. To carry out this check, The MPD forms an Examining Team consisting of 3 (three) members from each element and assisted by 1 (one) secretary. The Examining Team will come to the Notary's offices to meet in person with the Notary and check the condition of the Notary's office and the Notary's protocol to be included in the inspection report; Give permission to leave for up to 6 (six) months; Determine a substitute Notary by taking into account the proposal of the Notary concerned; Determine the storage place for Notary protocols which at the time of handover of Notary protocols are 25 (twenty five) years old or more; Appoint a Notary who will act as a temporary holder of the Notary protocol who is appointed as a state official. This authority is the authority of the MPD which is administrative in nature but its implementation must be based on a decision of the MPD meeting, including if the MPD appoints a Notary who will act as the holder of the Notary protocol who passes away then it must be based on the decision of the MPD meeting; Receiving reports from the public regarding alleged violations of the Notary's code of ethics or violations of statutory provisions. The MPD receives reports from the public and if it has to be followed up with an examination of the Notary based on the intended public report, the MPD forms a Regional Examination Council from each element consisting of 1 (one) chairman, 2 (two) members and assisted by 1 (one) secretary; and Prepare and submit reports as referred to in letters a, b, c, f, and g to the MPW. MPD contains a report in accordance with Article 80 letter h of Act No. 30 of 2004 and submitted it to MPW.

The implementation of managerial supervision of protocol files at the Notary Office by the Semarang Regency MPD is carried out in accordance with the



provisions of Article 23 of Act No. 30 of 2004 in the form of carrying out an inspection of the Notary Office in Semarang Regency 2 (two) times a year in the form of an examination closed to the public, the results of the inspection from the MPD must be completed within a period of no later than 30 (three recovered) days from the report received via news inspection agenda signed by the chairperson and secretary, as well as a cover letter for sending the inspection minutes sent to the Regional Supervisory Council (MPW).

Supervision of Notary protocols carried out by the Semarang Regency MPD is not only carried out 2 (two) times a year, but if certain conditions exist, an audit of the Notary Office in Semarang Regency can be carried out. The existence of an audit conducted by the MPD of Semarang Regency is regulated as stipulated in Article 15 of Regulation of the Minister of Law and Human Rights No. M.02.PR.08.10 of 2004 in the form of notification to the Notary Office within 7 (seven) days before the audit is carried out in writing with the composition of the letter in the form of an Examining Team along with the hour, day and date of the audit to be carried out. Examination of the Notary protocol by the Semarang Regency MPD at the Notary Office requires the preparation of: Minuta deed; Register of deeds or repertorium; A special book for registering private documents that are legalized by their signatures and private documents that are posted in a book; Book of list of names of appearers or clappers from the list of legalized deeds and list of private documents; Protest register book; Testament book; and Other registers that must be kept by a Notary based on the provisions of laws and regulations.

The Examining Team from the Semarang Regency MPD in carrying out an examination of the Notary protocol at the Semarang Regency Notary Office has the obligation to record in the register book and the minuta bundle of deeds included in the Notary protocol by stating the date of inspection of the Notary protocol, the number of deeds, and the number of privately held letters authorized and made since the date of the last inspection. The examination by the Semarang Regency MPD Examination Team is in line with the provisions in Part V of the Decree of the Minister of Law and Human Rights Number M.39-PW.07.10 of 2004. After carrying out an examination of the Notary protocol, a Minutes of Examination will be prepared which will be signed by the chairperson and The notary concerned is in accordance with the provisions of Article 18 of Regulation of the Minister of Law and Human Rights No. M. 02.

If during the supervision carried out by the Semarang Regency MPD there is negligence in keeping the Notary's protocol, the Examining Team will give a written warning. In addition to being given a written warning, there will be an appeal to do better during the next inspection/audit. Then the Notary Office is also obliged to provide a repair report from the records of the results of the

inspection or audit that has been carried out by the Examining Team from the Semarang Regency MPD.

Optimization of the managerial Notary protocol file in Semarang Regency is carried out digitally or electronically, as stated by Notary Yustina as the MPD representative in Semarang Regency that the Semarang Regency MPD is a pilot in Central Java for implementing Notary protocols electronically. In general, public documents produced or issued by the state are carried out through legislation with an information technology-based system to facilitate legalization.²² Notary protocols in the form of paper can be damaged due to the length of time the documents are stored in the safe or other factors. The implementation of storing Notary protocols digitally is carried out referring to statutory provisions in the form of: the Information and Technology Law, namely Articles 5 and 6 regarding electronic documents as legal evidence; Archives Act; Company Documents Act; and the Notary Office Law, namely Article 15 paragraph (3), namely the authority of other Notaries that can be regulated in laws and regulations. Legal certainty can be obtained from legal evidence or recognized by law in the form of written evidence, witnesses, presumptions, confessions, oaths and written evidence carried out with an authentic deed.²³

The transfer of original documents from paper to digital or electronic form basically still has the power of authentic proof as long as they are made by an authorized official and the original documents are still required to be kept by the parties. So that in this case, documents stored in electronic form can also be used as legal evidence in terms of having authentic evidentiary power.²⁴ The managerial implementation of the Notary protocol files digitally in Semarang Regency is the transfer of archive media that is carried out to carry out dynamic archive maintenance and to achieve security, safety and archive integrity.

The implementation of archive media transfer is an obligation at each Notary Office in Semarang Regency which is also required to carry out authentication by providing certain marks that are attached, associated or related to the archives resulting from media transfer. Authentication in the transfer of ARSP media is carried out based on Article 49 paragraph (6) PP No. 28 of 2012 by making an official report accompanied by a list of archives being transferred. There is a server that has been prepared to support the managerial digitization of Notary protocol files. As for now the appeal given by the Semarang Regency MPD is in

²²Nanda, R. R. & Velentina, R. A., 2022, Tanggung Jawab Notaris dalam Legalisasi Dokumen Warga Negara Asing Menurut Konvensi Apostille, *Jurnal USM Law Review*, 5(1), p.276.

²³Prananda, V. O., 2018, Perlindungan Hukum terhadap Notaris atas Pembuatan Akta Oleh Penghadap yang Dinyatakan Palsu, *Jurnal Hukum dan Masyarakat Madani (Humani)*, 8(2), p.134.

²⁴Bintoro, R. W., 2011, Penerapan Hukum dalam Penyelesaian Sengketa Transaksi Elektronik di Peradilan Umum, *Jurnal Dinamika Hukum*, 20(12), p.12.

the form of a link for monthly reporting from the Notary to the MPD through SILANDU (Integrated Service System) from the Ministry of Law and Human Rights.

Administrative management of electronic archives is regulated in Archive Regulation Number 6 of 2021 which states in the provisions of Article 1 point 1 it is in the form of, "Electronic Archive Management, hereinafter abbreviated as PAE, is the process of controlling Electronic Archives in an efficient, effective and systematic manner which includes making, receipt, use, storage, maintenance, transfer of media, depreciation, acquisition, description, processing, preservation, access and utilization". This shows that the provisions of Archives Regulation Number 6 of 2021 emphasize the existence of a principle which is also emphasized to notarians relating to the authenticity of a deed and storage of notary protocols in accordance with Article 1 number 13 of Act No. 30 of 2004 which must be kept and maintained.²⁵

4. Conclusion

The managerial implementation of the Notary protocol file by the Notary Office in Semarang Regency, namely at the Bety K Bawen Notary Office, is carried out based on Articles 8, 12 and 15 paragraph (1) of Act No. 30 of 2004 which is carried out carefully by being stored in a safe room and not damp, contained in a closed and fireproof cupboard, and the minutes of the deeds are bound into books and the number may not exceed 50 deeds. Then the implementation of managerial supervision of the Notary protocol file by the Semarang Regency MPD was carried out based on the provisions of Article 23 of Act No. 30 of 2004 in the form of carrying out inspections or audits for 2 times in 1 year against Notary Offices in Semarang Regency. As a managerial optimization of Notary protocol files carried out digitally or electronically through Links and SILANDU (Integrated Service System).

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