









The Archive Office

One of the activities of the archive gallery is archival exhibitions. The purpose of archival exhibitions is to promote the organization's existence, disseminate its functions, enhance public knowledge, raise public awareness, increase public concern, and contribute to the nation's intellectual development.

Pelayanan Galeri Arsip							
No	Sistem, Mekanisme dan Prosedur	Pelaksana			Mutu Baku		
		Kepala Kantor Arsip	Tim Kantor Arsip	Biro Aset	Kelengkapan	Waktu	Dokumen
1	Melakukan koordinasi pelaksanaan kegiatan pameran					2 Hari Kerja	SK dan Surat Tugas
2	Menyusun draft rancang lay out pameran				Arsip Foto		Daftar Arsip yang akan dipamerkan
3	Melakukan survey lokasi atau tempat penyelenggaraan pameran				Papan Partisi		
4	Melakukan koordinasi persiapan instalasi listrik				Lampu		
5	Memperiapkan dan memastikan semua kebutuhan pameran selesai pada H-1						
6	Selesai						

The archival gallery service process involves several steps. First, the Head of the Archive Office coordinates the exhibition activity execution. Then, the Archive Office Team prepares a draft layout for the exhibition. Following this, the team conducts a survey of the exhibition location to determine the setup. The next step involves coordinating with the Asset Bureau to prepare for the installation of electrical equipment, such as lights. The required materials include photo archives, partition boards, and lighting. Lastly, all preparations and requirements are completed by H-1 (one day before the exhibition), with the process completed within two working days. Essential documents required include the Assignment Letter and a list of the archives to be exhibited.

The service requirements are divided into two:

1. an Assignment Letter
2. a list of archives to be exhibited.

Mechanism and procedure:

1. The archive office receives the assignment letter;



2. Coordination is carried out with the entire archive office team to prepare the archives to be displayed in the exhibition;
3. A draft exhibition layout is prepared;
4. A survey of the exhibition location or venue is conducted;
5. Coordination with the Asset Bureau is done regarding electrical installation preparations;
6. The archive office team prepares and ensures that all exhibition requirements are completed by one day before the event (H-1).



On Tuesday, September 14, 2021, the USU Archive Office received a visit from archivists of the Indonesian Migrant Worker Protection Agency (BP2MI) in Medan to the Universitas Sumatera Utara Archive Office for a consultation on archive management. The visit was opened by the Head of the USU Archive Office, Mrs. Aisyah, SE., M.Si. The visitors had the opportunity to directly view the Archive Gallery, which serves as the Memory of Universitas Sumatera Utara.