

# Navigating University Record Management: Guidelines and Best Practices

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In an era of increasing digitalization and information overload, effective record management is indispensable for universities to maintain operational efficiency, regulatory compliance, and historical continuity. The recent University Record Management Briefing held at the Faculty of Pharmacy, UiTM, provided crucial insights and guidelines on this vital aspect of administrative governance. The objectives of the program were clearly defined: to impart foundational knowledge of file and record management principles, delineate essential tasks involved in handling records, elucidate compliance requirements, ensure systematic implementation of record management standards, and foster adherence to established protocols.

One of the central themes discussed was the legal framework governing record management, particularly the Malaysian National Archives Act 2003 (Act 629). Understanding the implications of Section 25, which prohibits the destruction of public records without due process, and Section 27, which mandates the preparation of Record Disposal Schedules, is critical for institutions to avoid legal repercussions. Participants were also introduced to the concept of records management, which encompasses systematic control over the creation, maintenance, and disposal of records. With precise definitions provided by relevant legislation, such as Act 629, clarity was offered on what constitutes records and the obligations imposed on public offices regarding their management.

File classification emerged as another pivotal topic, emphasising the importance of organising information into logical categories to facilitate efficient retrieval and management. Proper classification not only enhances operational efficiency but also ensures compliance with regulatory requirements, as outlined in standards like MS 2223 and the Public Office File Classification Development Guide.

The briefing delved into practical aspects such as the establishment, capture, and closure of files. From managing open documents to handling classified materials with the utmost confidentiality, participants gained insights into the nuances of file management throughout its lifecycle. Attention was also given to advanced document management, particularly the handling of classified documents, which necessitates heightened security measures and stringent protocols.



Addressing the disposal of records, the briefing emphasised the importance of a structured approach to ensure compliance with legal requirements while safeguarding sensitive information. Participants were guided through the proper procedures for transferring important records to archival repositories and obtaining permission for the destruction of obsolete records.

The crucial role of appointed personnel in managing university records was underscored, with a clear delineation of responsibilities for heads of departments, records officers, administrative assistants, classification officers, and secret registrars. Ensuring accountability and adherence to established procedures is paramount for effective record management across departments. Lastly, the briefing highlighted the significance of adequate infrastructure and security measures for file and record rooms. From layout design to equipment specifications and security protocols, meticulous attention to detail is essential to safeguarding the integrity and accessibility of university records.

In conclusion, the University Record Management Briefing provided a comprehensive overview of the principles, practices, and regulations governing record management in academic institutions. By adhering to these guidelines and best practices, universities can streamline their administrative processes, enhance compliance, and preserve their institutional memory for posterity.

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