

UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES



RECORDS MANAGEMENT IMPLEMENTATION IN FINANCE UNIT,
PUSTAKA NEGERI SARAWAK

ADS666
PRACTICAL TRAINING

AMAL AMILLA BINTI SAHAT

2012795433

SEPTEMBER 2014

TABLE OF CONTENTS

	PAGE
CHAPTER 1 : INTRODUCTION OF THE ORGANIZATION	
1.1 The Background of Pustaka Negeri Sarawak	1
1.2 Vision	3
1.3 Mission	3
1.4 Objective	3
1.5 The Roles of Pustaka Negeri Sarawak	4
1.6 Organization Structure	5
1.7 Organizational Functions	6
1.7.1 Board of Management	6
1.7.2 Sectors	8
1.7.2.1 Library Services	8
1.7.2.2 Depository Services	8
1.7.2.3 Corporate Management	10
1.7.2.4 ICT	13
1.7.3 Pustaka Miri	14
1.8 Logo Rationale	16
1.9 Services Provided	17
1.10 Contact Information	18
CHAPTER 2 : SCHEDULE OF PRACTICAL TRAINING	
2.0 Introduction	19
2.1 <u>Week 1 : (21/7/2014 - 25/7/2014)</u>	
2.1.1 Pustaka Negeri Sarawak Staff Monthly Assembly	20
2.1.2 Filing Payment Vouchers	21
2.1.3 Filing Purchase / Service Order	21
2.1.4 Buku Log / Daftar Penghantaran Borang Permintaan / Perkhidmatan Untuk Kelulusan (Borang Kuning)	21
2.1.5 Photocopy and Fax	22

CHAPTER 1

INTRODUCTION

1.1 Background of Pustaka Negeri Sarawak



Figure 1.1 : Pustaka Negeri Sarawak

Sarawak State Library or its equivalent in Bahasa Malaysia, Pustaka Negeri Sarawak was launched on 31st December 1999, officiated by Yang Amat Berhormat Pehin Sri Abdul Taib Mahmud, former Sarawak Chief Minister and open to public on 2nd January 2000. The establishment of Pustaka Negeri Sarawak stipulated under the Laws of Sarawak, Chapter 29, Sarawak State Library Ordinance 1999 (Sarawak State Library Ordinance, 1999). Pustaka Negeri Sarawak serves as a community centre of knowledge and cultural enlightenment where Malaysians in Sarawak not only access a vast store of information also as the hub of information services in the form of both printed and electronic media for the public and private sectors elsewhere in Sarawak throughout Malaysia. It will also provide gateway into from publicly accessible international information centers. This will help the state to grow into an information, communication and technology and in line with country's vision of 2020.

2.1 WEEK 1 : 21ST JULY 2014 – 25TH JULY 2014**WEEK 1 : 21ST JULY 2014 – 25TH JULY 2014****2.1.1 Pustaka Negeri Sarawak Staff Monthly Assembly**

- A brief introduction of Finance Unit background by host supervisor in charge, Puan Ammie Syarina binti Mohd Jelani (Penolong Akauntan W32) Finance Unit, Corporate Management Sector, Pustaka Negeri Sarawak.

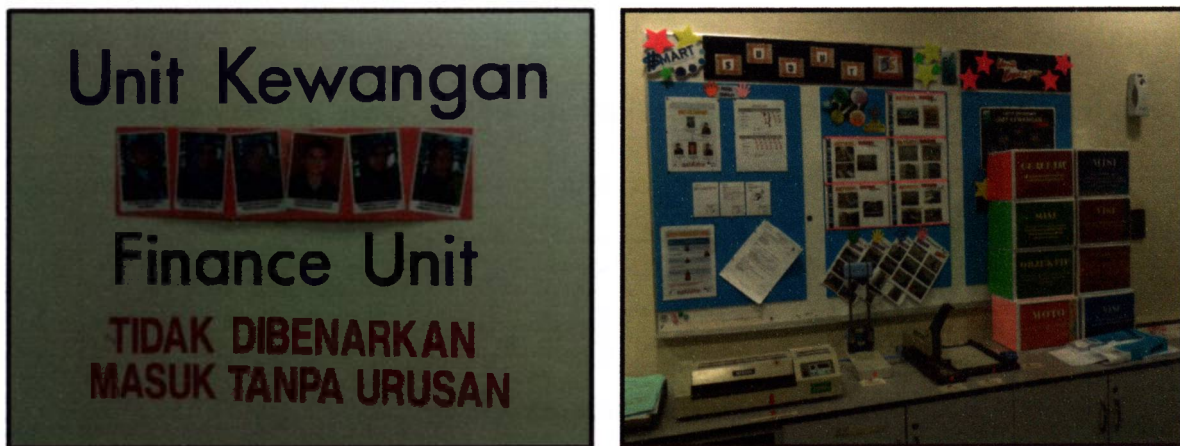


Figure 2.1 : Finance Unit Office

- The trainee was having a staff assembly with all units' staff in Pustaka Negeri Sarawak at Auditorium 1. A welcoming and opening speech by the Chief Executive Officer, Puan Rashidah Haji Bolhassan. Meeting planned to discuss upcoming events, activities and projects. Knowledge Sharing Sessions : Kursus Tatacara Pengurusan Aset Alih Kerajaan BIL/02/2014 by Puan Anita Haji Hamdan and Puan Norasfia binti Zainal and presentation of Report Attachment Programme at Universitas Padjadjaran Indonesia by Encik Edison Ricket and Encik Ahmad Samsudin, Librarian Pustaka Negeri Sarawak.

CHAPTER 3

ANALYSIS

3.0 Introduction

This chapter will explain the analysis of the training specifically focuses on one area of task as covered in practical training throughout the five weeks which is Records Management Implementation in Finance Unit, Pustaka Negeri Sarawak. This chapter also reflects the definition and concept and theoretical aspects, demonstration of practical aspects at the work place and how the trainee transformed knowledge gained at the workplace to reinforce understanding in the concepts learned in class. It also includes the trainee personal experience during practical training.

3.1 Concept of Records Management

Records management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (Australian Standard AS ISO 15489, 2002). Records management also a process deal with controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours (National Archives of Malaysia, 2012). Records management is a key element in achieving the establishment of efficient and effective procedures for filing and retrieving information.