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UNIVERSITI
TEKNOLOGI
MARA

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS

SCHOOL OF INFORMATION SCIENCE

UITM NEGERI SEMBILAN, REMBAU CAMPUS

INDUSTRIAL TRAINING (IMD310)

INDUSTRIAL TRAINING REPORT: ISTANA KEHAKIMAN

PREPARED FOR:

MADAM IZZATIL HUSNA BINTI ARSHAD

PREPARED BY:

WAN NURIN IRDINA BINTI WAN ZAMRI (2022818552)

SUPERVISED BY:

IZZATIL HUSNA BINTI ARSHAD (UiTM)

PUAN AMY NGAU ING (ISTANA KEHAKIMAN)

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ABSTRACT

The industrial training program aims to provide them with practical, hands-on experience in their field of study. Through this industrial training, students overcome the gap between academic knowledge and professional application by working directly inside an organization or industry environment, gaining important perspectives, and developing practical skills. All this is related to information management. Each of the departments has different tasks. The Records Management Section's Records Destruction Unit, which handles file management and destruction, is where students are assigned. Students have learned much about how records and files work and how to store them properly during this two-month, or eight-week, practical course. Students now understand the importance of accurately and securely keeping documents. Records are important pieces of evidence in various conditions, as well as being a guide. These tasks serve as the unit's main responsibilities.

Keywords: industrial training; Records Management; Records Destruction Unit

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