UNIVERSITY OF TECHNOLOGY MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PRIME MINISTER'S DEPARTMENT
RECORD MANAGEMENT SECTION
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ABSTRACT

Prime Minister's Department was a general administration that plan, formulating and coordinating all policies and country goals. In addition, PMD also to ensure national security for the implementation of government policies and to provide perfection life of Malaysian's was guaranteed. During undergoing industrial training in the Prime Minister's Department, (under Record Management Section) a lot experience, knowledge and skills that was gained by the intern. Especially in handling and managing Digital Document Management System which was the transformation of record management. Besides, there were many advantages gained by students in record management field undergoing under the section that practice the record transaction such as filing, mail management, handling electronic record and others.

Keywords: DDMS, filing, records, record management, Industrial Training

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