



**INDUSTRIAL TRAINING REPORT**

**ARKIB NEGARA MALAYSIA CAW.PAHANG  
BANDAR INDERA MAHKOTA 14,  
BANDAR INDERA MAHKOTA, 25250 KUANTAN PAHANG**

**PREPARED BY  
NOR FAZIANA BINTI MAT NOR  
2012357557**

**IM 246- BACHELOR OF INFORMATION SCIENCE (HONS.)RECORDS  
MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA  
SEGAMAT, JOHOR**

**2<sup>ND</sup> FEBRUARY 2015 – 30<sup>TH</sup> JUNE 2015**

## **ACKNOWLEDGEMENT**

Bismillahirrahmanirrahim,

All praises to almighty Allah, the most merciful and the most benevolent for giving me the opportunities in completing this industrial training report. It would be impossible for me to spent time to complete this report without the grace and help of Allah S.W.T.

I am greatly indebted goes to my lecturers, Mr Zul-Azmi bin Ishak and Miss Nurul Huda Binti Md Yatim for their supervision and constant support without their invaluable help of constructive comments and suggestions throughout the project have contributed to the success of this project on time. Without their untiring encouragement, suggestion, ideas and comments throughout this final project for my industrial training could not be completed.

I also want to thank to Mrs. Syazwani Binti Salleh as my supervisor at NAPB and all staffs in Pahang Archive in giving their cooperation to help in giving ideas and support to complete my final project.

Not forget to Dr. Wan Aminuddin Bin Abd Hamid ,Ustaz Haji Yahaya Bin Haji Sidek, Mr.Hamdan Bin Abdullah, Mr.Amran Bin Ismail, who are willing to give cooperation and helping me to finished this project.

I also obligated and thankful to my dearest family for their endless support, understanding, and guidance all the help that might need in completing this report. I also wish to express my deepest gratitude to all my friends who shared their valuable time and commitment to along the time to complete this report. Without their patient this report cannot be complete.

Last but not least, I would like to thank to everyone that involve directly or indirectly for their contribution, invaluable support and encouragement they have give to us along this report. Without everyone continued support, this report would not been the same as presented here.

Thank you.

## **Abstract**

All bachelor degree students are required to undergo industrial training for five months as requirement of their curriculum to complete their 2 years course for the Bachelor of Science (Hons) Records Management. During five months period of training, student will be supervised and monitored by supervisor that is from the faculty and one from the organization.

Student have complete industrial training at National Archive of Pahang Branch situated at Kuantan Pahang. It is government department which is established on 30 April 2011. Archive is a place where store a collection of historical documents or records providing information about a place, institution, or group of people. The major function of archive is to provide advice to Government departments on the management of public records in a systematic and effective. Management of records is important to ensure records in the organization are properly managed and easy to be retrieved when needed.

This report proved understanding, experience and knowledge gain on records management in archive during industrial training. All the industrial training activities and event or project involves by student also stated. Special project that was compulsory for each student also presented in this report. The report concluded that a good management of records helps the work flow of organization become efficient and effective.

**Keywords:** *Archive, management, records, systematic, organization*

## TABLE OF CONTENT

CHAPTER	CONTENT	PAGES
<b>1</b>	<b>Introduction</b>	
	1.1 Background of the Organization	1
	1.2 Organizational Structure	2
	1.3 Vision	3
	1.4 Mission	3
	1.5 Objective	3
	1.6 Branch Function	3
	1.7 The National Archives of Malaysia's Logo	4-5
<b>2</b>	<b>Organization Structure</b>	
	2.1 Departmental Structure	6
	2.2 Department Function	
	2.2.1 Records Section	7
	2.2.2 Archives Section	7
	2.2.3 Preservation Section	8
	2.2.4 Outreach Section	8
	2.2.5 Administration and Finance Section	8
<b>3</b>	<b>Industrial Training Activities</b>	
	3.1 Training activities	
	3.1.1 Cleaning process	9-10
	3.1.2 Bindery process	11-12
	3.1.3 Traditional Repair Method	13-14
	3.1.4 Deacidification Process	15-16
	3.1.5 Tissue Repair	17-18
	3.1.6 COMPASS System for Description	19-22
	3.1.7 COMPASS System for Researcher	23-29
	3.2 Special Project	
	3.2.1 Introduction	30
	3.2.2 Objectives of oral history and documentation of historical	30

	buildings in Kuala Lipis	
	3.2.3 Flow of oral history project	31-33
	3.2.4 Advantages of oral history	34
	3.2.5 Limitation of oral history and documentation	35
	3.3 Description of event/project/activity	
	3.3.1 Majlis Perasmian Watikah Pemasyhuran Kemerdekaan	36
	3.3.2 Pameran Watikah Pemasyhuran Kemerdekaan (Assist staff during exhibition)	37
	3.3.3 Majlis Bicara Sejarah – Peranan Raja-Raja ke Arah Kemerdekaan Persekutuan Tanah Melayu	38
	3.3.4 Petrosains Playsmart Kuantan “Jurassic Adventure 2015”	39
<b>4</b>	<b>Conclusion</b>	
	4.1 Application of knowledge, skills and experience in undertaking the task (Knowledge gained)	40-41
	4.2 Lesson Learnt	42-43
	4.3 Content	44-45
	4.4 Suitability of organization	46-47
	4.5 Limitations and Recommendations	48-49
	<b>References</b>	
	<b>Appendices</b>	