



**FACULTY OF INFORMATION MANAGEMENT
BACHELOR OF INFORMATION SCIENCE (HONS.)
RECORD MANAGEMENT
(IM 246)**

INDUSTRIAL TRAINING REPORT

BY

MUHAMAD FITRI BIN YAAKOB

2012969395

AT

**PAHANG STATE SECRETARY OFFICE
MANAGEMENT SERVICES DIVISION
LEVEL 1, WISMA SRI PAHANG,
25503 KUANTAN.
PAHANG DARUL MAKMUR**

UiTM SEGAMAT JOHOR

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Abstract

Record management are the practice in where the cycle of the record was monitored from the creation until its final life either been disposed or transfer to the archive. Records management is something important to an organization. It determines the smooth management of each division in the organization. Government sector records management is important because the organization representing most of the state administration. Training industry will provide opportunities for students to explore opportunities and to changes in the records management department. It is also beneficial to institusi education and training organizations in the sharing of ideas and explore opportunities in the field of industrial management can also provide an opportunity for students to see the smoothness of the applicable records management within the organization. It also provides an opportunity for students to increase their knowledge of theory that can be added in the university syllabus. This relation will be bringing a good environment to the education and management facilities.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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**TABLE OF CONTENT**

TITLE	PAGE
1.0 INTRODUCTION	
1.1 Background of Organization	1-4
1.2 Organizational Structure	5
2.0 BAHAGIAN KHIDMAT PENGURUSAN (BKP)	
2.1 Department Structure	6-7
2.2 Department Function	8-13
3.0 INDUSTRIAL TRAINING ACTIVITIES	
3.1 Training activities	14-17
3.2 Special Project (New Classification File Code)	18-27
3.3 Description of event or activities	28-35
4.0 CONCLUSION	
4.1 Application Of Knowledge, Skill And Experience (Knowledge Gain)	36-40
4.2 Lesson Learnt	41-42
4.3 Content	43-44
4.4 Suitability Of Organization	45
4.5 Limitation And Recommendation	46-47
REFERENCES	48-49
APPENDICES	50



LIST OF TABLE

NO	TITLE	PAGE
1	Table 1: Step in build classification code.	22
2	Table 2: Application for Disposal of Administrative Records	30