FACULTY OF INFORMATION MANAGEMENT

BACHELOR OF INFORMATION SCIENCE (HONS.)

RECORD MANAGEMENT

(IM 246)

INDUSTRIAL TRAINING REPORT BY

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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 instituasi 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.

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