



INDUSTRIAL TRAINING REPORT

**ARKIB NEGARA MALAYSIA CAW.PAHANG
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ABSTRACT

An archive is a repository for records of historical value. A record refers to recorded information in any medium, which provides evidence of the activities of an individual, organization, or institution. These two things are related to each other. Records management is crucial in any organization including archive. National Archive of Malaysia Pahang Branch as an information agency plays important roles in providing effective records management service. This project was a report during student undergo for industrial training in National Archive of Malaysia Pahang Branch. This report also 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 good records management in archive lead to effective management in organization.

Key terms: records, archive, records management, organization, information

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