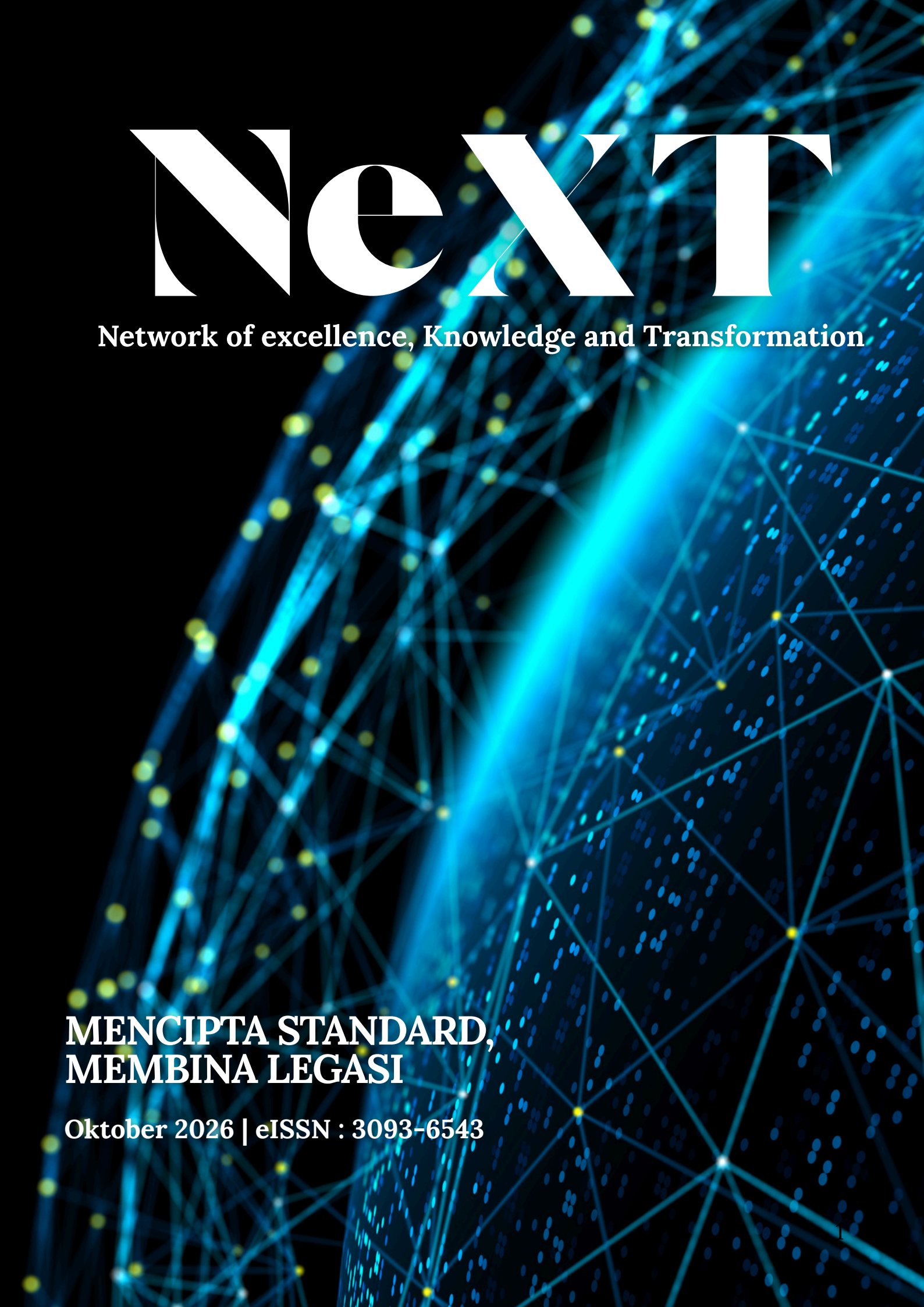


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Network of excellence, Knowledge and Transformation

MENCIPTA STANDARD, MEMBINA LEGASI

Oktober 2026 | eISSN : 3093-6543

BUSINESS RELATED TO RECORD MANAGEMENT FOR ENTREPRENEURS IN MALAYSIA

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Introduction

Records such as letters, files, forms, reports, maps, charts and so on are important tools for every individual and organization to support the smooth and effective implementation of business. This is because records store information that can be used for evidentiary purposes, reference sources and memory storage. There are at least six types of businesses related to record management that can be pursued by entrepreneurs in Malaysia who are interested and skilled in this field. These businesses are as follows:

1. Records Management Consultant

Entrepreneurs can offer paid services as consultants to advise government and private organizations in Malaysia on the implementation of records management tasks that need to exist in every organization such as the record destruction process, preparation of a record disposal schedule, preparation of a file classification system, development of computerized records management applications, preparation of an organization's important records program, preparation of a disaster action plan for the preservation and conservation of records, storage of archival-grade records and so on.

2. Research Assistant at the National Archives of Malaysia Research Hall

Entrepreneurs can offer paid services at the National Archives of Malaysia research hall to help researchers quickly and accurately access archival materials stored at the National Archives of Malaysia. Examples of such services include helping researchers fill out certain forms to request archival materials, advising researchers on the correct use of search guides, helping researchers identify archival materials that are appropriate for the research topic, and so on.

3. Record Keeping Equipment Provider

Every organization needs to keep records properly to avoid any risks such as loss, destruction, etc. Entrepreneurs can take advantage of this situation by offering services to government and private organizations in Malaysia regarding the providing of equipment needed for record keeping. Examples of such equipment are file covers, file boxes, cabinets and shelves, air conditioners and dehumidifiers, fire prevention and extinguishing equipment, and so on.

4. Minor Damaged Record Repair Service

Any minor damage to records must be repaired immediately to enable them to continue to be used. Minor damage to records includes tearing, getting wet, and being detached from a file. Therefore, entrepreneurs can provide paid services to government and private organizations in Malaysia regarding the repair of records owned by the organization that have suffered minor damage.

5. Record Transfer Service to the National Archives of Malaysia

Entrepreneurs can provide paid services to help government and private organizations in Malaysia to transfer records to the National Archives of Malaysia. Examples of such services include helping to prepare a list of records that need to be transferred, preparing transfer application forms, separating records that need to be transferred, providing vehicle facilities for transfer, and so on.

6. Semi-Active Record Storage Services at Commercial Records Center

Entrepreneurs can provide services to store semi-active records belonging to government and private organizations in Malaysia at the Commercial Records Center. This storage service includes activities such as listing records, cleaning records, organizing records, indexing records, labeling records, processing information in records, providing storage equipment and maintaining records, transferring records to archive repositories, and so on.

Conclusion

It is hoped that although the content of this article is brief, it will still be able to provide useful input and an incentive for entrepreneurs to start a record management related business in Malaysia. It is also hoped that subsequent writings will be able to explore other types of record management related businesses that can be explored and implemented by any entrepreneurs in Malaysia.