UNIVERSITI TEKNOLOGI MARA

BACHELOR IN SCIENCE (HONS) RECORDS MANAGEMENT (IM 226)

(IMC 690): INDUSTRIAL TRAINING

"INDUSTRIAL TRAINING REPORT"

ISKANDAR REGIONAL DEVELOPMENT AUTHORITY (IRDA)

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SEPTEMBER 2014 – JANUARY 2015

Year: _2015_
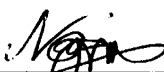
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PhD

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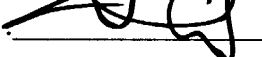
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_7/1/2015_
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ABSTRACT

The Institutional Record Management Process (IRMP) Focusing on IRDA record at Documentation Room. It was the project regarding record management unit under the Corporate Services Department under Administration division. This project is about a record management process flow in IRDA from creation of records from each department and transfer to Documentation Room. In this project it mentioned about the process of spring cleaning at Documentation Room and rearrange all the record at rack arrangment include updating the record, updating the rack and updating a transfer of records and lastly update record management report in Master List. It divide under several phases under the life cycle of the record which are creation, use, maitain and dipose of records in IRDA Therefore, the project will be conduct by stages before the organization fully implement the real record management procedure.

Keyword: IRMP,Record Management Process, IRDA, Documentation Room.

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