

**INDUSTRIAL TRAINING REPORT**

**ARKIB NEGARA MALAYSIA  
JALAN TUANKU ABDUL HALIM  
50568 KUALA LUMPUR**

**MOHD NAZRI BIN BAHARUDDIN  
2010573883**

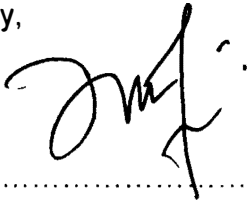
**FACULTY OF INFORMATION MANAGEMENT  
UNIVERSITI TEKNOLOGI MARA  
SHAH ALAM**

**01 JULAI 2015 – 31 DISEMBER 2015**

## DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by,



.....  
**MOHD NAZRI BIN BAHARUDDIN**

2010573883

Date of submission: **15 January 2016**

## **ABSTRACT**

Based on the industrial training period from 01<sup>st</sup> July 2015 to 31<sup>st</sup> December 2015 at National Archives of Malaysia, Kuala Lumpur, Planning and Coordination Division have their own roles and responsibilities. Planning and Coordination Division is the core division which supports the implementation of functions and responsibilities of the National Archives of Malaysia in providing efficient and effective product and service delivery to customers. To achieve such aspirations, the division is responsible for ensuring that the policies, directions and strategies of the National Archives are sound and effective; implementation of system for archives delivery services and records management are progressing smoothly and in compliance with the laws, regulations and standards set by the National Archives of Malaysia; and its officers as well as archival staff have a level of competency in areas of archives administration and records management appropriate to their length of service.

I was deployment at Consultation and Training Section. This section are responsible for providing advisory services on Records Management and Archives Administration through consultations, discussions and talks the Ministries, Departments and Government Agencies. The Records Management Consultation Service is an effort made to improve the efficiency of public records management towards better public service governance and also ensuring that public offices will be able to manage government records more efficiently and systematically.

In line with the aspirations of the government which place great emphasis on human capital, this section strives to enhance the competency of officers and staff of the National Archives of Malaysia by providing archival profession training course schedule and modules in the field of records management and archives administration.

***Keywords:*** *consultation, training, record management, Archive*

## **ACKNOWLEDGMENT**

The internship opportunity I had with National Archives of Malaysia was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as I was provided with an opportunity to be a part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

Bearing in mind previous I am using this opportunity to express my deepest gratitude and special thanks to the Head of Training and Consultation Section, Mr. Jaafar Sidek Abdul Rahman who in spite of being extraordinarily busy with his duties, took time out to hear, guide and keep me on the correct path and allowing me to carry out my project at their esteemed organization and extending during the training.

I express my deepest thanks to Ms. Amy Ngau Ing, Archives Officer for taking part in useful decision & giving necessary advices and guidance and arranged all facilities to make life easier.

I choose this moment to acknowledge her contribution gratefully.

It is my radiant sentiment to place on record my best regards, deepest sense of gratitude to all of staff in Training and Consultation Section for their careful and precious guidance which was extremely valuable for my study both theoretically and practically.

I perceive as this opportunity as a big milestone in my career development. I will strive to use gained skills and knowledge in the best possible way, and I will continue to work on their improvement, in order to attain desired career objectives.

Hope to continue cooperation with all of you in the future.

Sincerely,

**MOHD NAZRI BIN BAHARUDDIN**

**2010573883**

Declaration  
 Abstract  
 Acknowledgement  
 List of Tables  
 List of Figures  
 List of Appendixes

## TABLE OF CONTENTS

CHAPTER	CONTENT	PAGES
	<b>INTRODUCTION</b>	<b>1-3</b>
1	1.1 Background of the Organization	3-11
	1.2 Organizational Structure	12
	<b>ORGANIZATION INFORMATION</b>	<b>13-16</b>
2	2.1 Departmental Structure	16
	2.2 Department Function	16-17
	<b>INDUSTRIAL TRAINING ACTIVITIES</b>	<b>17</b>
3	3.1 Training Activities	17
	3.2 Special Project	17-41
	<b>CONCLUSIONS</b>	<b>42</b>
	4.1 Description Of Event/Project/Activity	42-43
4	4.2 Application Of Knowledge, Skills And Experience In Undertaking The Task (Knowledge Gained)	44
	4.3 Personal Thoughts And Opinion	44
	4.4 Lesson Learnt	45
	4.5 Limitations And Recommendations	45-46

References  
 Appendixes  
 Log Book