BACHELOR OF SCIENCE (HONORS) RECORD MANAGEMENT
(IM 226)

INDUSTRIAL TRAINING REPORT
NATIONAL ARCHIVES OF MALAYSIA, MELAKA

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ABSTRACT

To complete the degree study, there have one subject about industrial training. So, the author have choose National Archive of Malaysia Melaka Branch in order to do an industrial training for five month. In this report it has describe about the introduction of an organization, organizational information, training activities and special project, and conclusion. Furthermore, for the conclusion it will more explain about knowledge that has been gained, lesson learn from industrial training, content of training activities, and limitations and recommendations. Furthermore, in this report also will be discus about training activities that has been done during industrial training for five month which are in administrative activities and record management activities. For the training activities the author have included with workflow of process and steps this is to ensure easy to understand that activities. Besides, for the special project the author have choose classification of coding system in federal and state department in Melaka. As well known, classification of coding system is an important element in record management and filling in order to have a correct standard classification and for a fast and accurate retrieval of file. So, from the observation the author have proposed some of simple system in order to store and review the information about federal and state department in Melaka and their coding that has been used. So, this proposed system will give many benefits for the organizations and their staff.

Keyword: industrial training, classification of coding, federal and state department in Melaka, National Archive of Malaysia Melaka Branch

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