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FACULTY OF INFORMATION MANAGEMENT

INFORMATION SYSTEM MANAGEMENT(IMS 552)

TITLE:

GROUP ASSIGNMENT:

INFORMATION SYSTEMS IN NATIONAL ARCHIVE OF MALAYSIA

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SUBMISSION DATE

8 DECEMBER 2015

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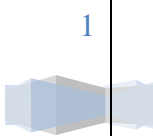
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1.0 INTRODUCTION OF PROJECT

Information system is a tool, which facilitates a more universal view to be adopted by information systems consultants and developers. By this existing method, people will easy to collect data from many sources such as data mining, information retrieval, internet and cloud data management, web semantics, visual and audio information systems, scientific computing, and organizational behavior.

For this project, we had chosen to study an information system that being use by our National Archive. The reason why we choose it is because we have been familiar with the system and understand about the Archive management so it would make us easier to understand the concept and explanations about the system. Moreover it also much easier for us to contact with the Archives compare to other organization. This may happen because of Archive always welcome people to visits their place as they themselves provide information to the public. While other organization may feel unsecured to share about their background and organization.

Library has OPAC so do Archives with COMPASS system. The function is likely like the OPAC but it has its own identity and uniqueness. COMPASS is a systems being used by the archives to make their user easy to access to archival materials. Through this project report we will explain more details about COMPASS system.

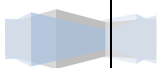


2.0 ORGANIZATION BACKGROUND

Information Technology Section are the department that responsible in managing and handling work that related to information communication and technology or anything that related to systems and upgrading it to the automated system. In this section they will conduct a survey or research on the needs of new application system and apply it on our National Archives of Malaysia. Not only that, this section also responsible on the implementation of the system infrastructure and requirement.

At first, this section is known as Cawangan Komputer was established on 1996. On the year of 2000, a new structure on the organization of National Archive of Malaysia (ANM) has been implemented and they have changed their name to Cawangan Teknologi Maklumat.

On 2009, another new structure on the organization of National Archive of Malaysia has been approved through 'Waran Perjawatan Bil. S25 Tahun 2009'. Based on that structuring, Cawangan Teknologi Maklumat had again changed its name to Seksyen Teknologi Maklumat. So now the department that responsible with the system and technology in Archive is known as Seksyen Teknologi Maklumat. (Sources from National Archive of Malaysia)



3.0 CORPORATE VISION, MISSION, OBJECTIVE AND GOAL

In every organization, they must have state and build their own vision, mission, objectives and goals in order for them to forecast their direction in the future. In addition, they also would like to have and provides better services to the public besides having good management. In National Archive of Malaysia, the organization and department itself have their own mission, objectives and goals. The divisions were as follow:

3.1.1 National Archive of Malaysia

➤ **Vision**

- To become an outstanding National Centre for Archives and Archival Research

➤ **Mission**

- To preserve records of enduring value, provide research and reference services, as well as to communalize and popularize archival heritage

➤ **Objectives**

- To raise the standard of records management in the public sector by providing advisory service and implementation of the National Archives Act 2003.
- To heighten awareness within the civil service on the need to preserve institutional memory by preserving public records of enduring value.
- To acquire archival materials from unofficial sources through gifts, contributions, donations, purchase and other means.
- To preserve archival materials as national heritage, in accordance with prescribed standards.
- To facilitate and thereby encourage the use of archives as sources of reference and research.
- To heighten awareness and appreciation of the nation's history through use of archival materials.
- To popularize the use of archival materials through exhibitions, publications and modern technology.
- To increase the number of visitors to the National Archives of Malaysia and Memorials through planned programs and activities.

