



UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

NATIONAL ARCHIVE OF MALAYSIA
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INDUSTRIAL TRAINING REPORT

ABSTRACT

This report was described about the activities that I has done throughout my industrial training for five (5) months in National Archive of Malaysia. These company has been provide or give an advice and identify, collect, store, and preserve records and information materials that have national and historical value as a national heritage. The contents of this reports describes in detail about the company background and the activities that has been done throughout training period, the problems that has been occurred and come out with the suggestion and recommendation for this company. Hopefully each of the information that has been explained in these reports will satisfied the readers thus, can gives advantages for me itself and also organization. Besides, this reports can gives me the guidelines and also the strengthens in facing all the problems that I will go through when I was in working environment in the future.

Keyword: *Industrial Training, National Archive of Malaysia*



Alhamdulillah, I would like to say Thank You to Allah for giving me opportunity, better health and sufficient time to complete this Industrial Training report on time as required by the Faculty of Records Management (UiTM). Armed with a prayer that I pray to Allah, I was able to face every problem that occurred during my Industrial Training period and during completing my Industrial Training Report. Industrial Training is the one of important part of Record Management program, which has helped me to learn a lot of experiences which will be beneficial in my succeeding career.

Firstly, I would like to express my great appreciation to the organization which is National Archive of Malaysia that willing to accept me as industrial training student in their organization in the Section of Digital Archive, especially to my supervisor Mr. Shahlin bin Ali and all the staffs that gave me a lot of additional knowledge and assisting me in any kind of way that I needed during my Industrial Training.

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CHAPTER 1 : INTRODUCTION

1.1.1 Background of National Archive of Malaysia

At the beginning, Arkib Negara Malaysia was established on 12 January 1957 as a Public Record Office. Then, at year of 1963 this building was named as the National Archive of Malaysia. At year of 1966, State Archives Act No. 44 is approved and National Archive building in Petaling Jaya was inaugurated. At year of 1982, National Archives move to a new building in Jalan Duta, Kuala Lumpur. Then, at year of 2003, National Archives Act 2003 (Act 629) passed. At the year of 2004, National Archives of Malaysia is placed under the Ministry of Culture, Arts and Heritage.

Established on 12 January 1957 as a Public Record Office. The National Archive of Malaysia desire to mold a knowledgeable nation that values its national heritage, by acquiring, conserving, and preserving the national heritage.

The National Archives should become a national resource and Research Centre, that popularizes the archives and national heritage. Furthermore, the National Archives collect, procure and preserve records of national and historical value. Reference and research facilities are provided by the Institute to government departments and to the public, as well as it carries out research and gives advisory services to government departments regarding systematic management of records.

In addition, the National Archives spread information to the public and intensify management and administration upgrading activities through the implementation of computerization programs.