



INDUSTRIAL TRAINING REPORT

**PUTRA SPECIALIST HOSPITAL (MELAKA) SDN. BHD.
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ABSTRACT

Records management is an activity that occur in every organization. Everyday, records are created and used by all types of peoples whether in private sector, medical sector and others. Records are very important as is it function for current use and also for future. Without a good records management, the records are not able be arrange in an appropriate and easy to be retrieve. Every person have to play their own role in managing the records because each of person in an organization are create their own records. In an organization, financial department will handle the records related to the financial, administration department will handle the administration records, medical records department will handle the medical records in their custody and any other department also have their own records that they have to manage. Therefore, it is compulsory to have a person that have a skills in records management is each department to serve for the best for the records in the department. Records have its own flow from the creation until the disposal to avoid from overload and mishandling of them. Therefore, it is important to follow the right flow to ensure that only the valuable and important records are being kept and at the same time can avoid from lack of storage.

Keywords: *records, records management, skills, overload, important*

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