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FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

NATIONAL ARCHIVES OF MALAYSIA

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ABSTRACT

Industrial Training can exposure the students in order to gain real work experience in a related field of learning. The students will also build and enhance professional skills and knowledge gain that are closely related to needs of employment. These reports are made based on the facts and experiences that gained during the industrial training for five month. The contents of this report were explained about background of the organization, organization and information, industrial training activities and lastly the overall summary of this report.

***Keyword** : Industrial Training, Internship, National Archives of Malaysia, Digitalization, Digital Archive*

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If there are still have a mistakes or lack of something in this report, I was really felt sorry for that.

Thank you.

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CHAPTER 1: INTRODUCTION

1.1 Background of the Organization

Figure 1: View of National Archives of Malaysia

The Public Record Office was established on 1 December 1957. After Malaysia became independent on 31 August 1957. In 1963, its name was changed into National Archives of Malaysia. In 1966, the National Archives Act was passed by the Parliament and received Royal Assent. In the same year, the Archives building at Petaling Jaya was opened. The National Library was established as part of the National Archives in 1971 but separated again in 1977. In 1982, the National Archives building on Jalan Duta was officiated.