



**INFORMATION SCIENCE STUDIES,  
COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS  
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN REMBAU CAMPUS**

**DIPLOMA IN INFORMATION MANAGEMENT  
(CDIM110)**

**INDUSTRIAL TRAINING (IMD 310) REPORT:  
PEJABAT DAERAH DAN TANAH REMBAU  
KOMPLEKS PENTADBIRAN DAERAH  
71309 REMBAU NEGERI SEMBILAN DARUL KHUSUS**

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**SUBMISSION DATE: 25 NOVEMBER 2024**

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**STUDENT PLEDGE OF ACADEMIC INTEGRITY**

## **ABSTRACT**

*The following report presents my internship experience as an Information Management student at Pejabat Daerah dan Tanah Rembau from 22nd July 2024 until 13th September 2024. In this internship, I joined many activities, such as organizing data, handling documents, and preservation procedures. These were just a few of my responsibilities in the firm. Practical experience allowed me to manage documents kept by local government, understand the importance of preserving public documents, and ensure accessible data reliably. The experience for me has not only enhanced technical skills but also furthered my understanding of the role of local government in ensuring accountability and integrity. This report highlights just how important the management of information in public administration is, reflecting upon some of the challenges faced and the knowledge built up in this great internship*

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