



UNIVERSITI TEKNOLOGI MARA

FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

NATIONAL ARCHIVES OF MALAYSIA PAHANG BRANCH
(NAMPB)

BANDAR INDERA MAHKOTA 14

25200 KUANTAN, PAHANG

Prepared By

NURUL HANIS BINTI KAMARUDIN

2012988819

BACHELOR OF INFORMATION SCIENCE (HONOS.) RECORDS MANAGEMENT
(IM246)

Prepared For

MISS NURUL HUDA BINTI MD YATIM

FEBRUARY-JUNE 2015



DECLARATION

I declare that the work in this industrial training report was carried out in accordance with the regulations of Universiti Teknologi MARA. It is original and is the results of my own work, unless otherwise indicated or acknowledged as referenced work. This report has not been submitted to any other academic institution or non-academic institution for any degree or qualification. In the event that my report be found to violate the conditions mentioned above, I voluntarily waive the right of conferment of my degree and agree be subjected to the disciplinary rules and regulations of Universiti Teknologi MARA.


Name of Student : Nurul Hanis Binti Kamarudin

Student ID : 2012988819

Programme : Bachelor of Information Science (Honos.) Records
Management (IM246)

Faculty : Faculty of Information Management

Place of Training : National Archives of Malaysia Pahang Branch
(NAMPB)

Signature : 



ACKNOWLEDGEMENT

First of all, I would like to say grateful to Allah s.w.t because with permission I can finish my industrial training report in time that was given. Here, I want to say thank you very much to UiTM supervisor, Miss Nurul Huda Binti Md Yatim because of her continuous support in order to complete this report for fulfill this course.

Then, I would like to take this opportunity to prolong my special thanks and gratitude to Mr. Mohd Zul-Azmi Bin Ishak, Industrial Training Coordinator because of his willingness in managing place for my industrial training and anything that related during industrial training.

I owe many people and many things for the help and guidance throughout this report. Deep appreciation is extended to Madam Syazwani Binti Salleh, my supervisor during the industrial training at National Archives of Malaysia Pahang Branch (NAMPB) who patiently give information for me in completed this report. Also thanks for all staff at National Archives of Pahang Branch for their willingness to advice, motivate, teach, their patience and their friendship, a special debt of gratitude is expressed to them.

I also would like to take this opportunity to prolong my special thanks and gratitude to my family for their understanding, support and expectations. To my parents, thank you for your love and support which have been constant sources of strength.

As a final note of appreciation, I would like to extend my gratitude and heartiest to my practical members in National Archives of Malaysia Pahang Branch (NAMPB) who have been directly or indirectly helping me in completing of this report.

Thank you.



TABLE OF CONTENTS

Title Page	
Declaration	ii
Acknowledgement	iii
Table of Contents	iv-v
List of Table	vi
List of Figures	vii-viii
List of Abbreviations	ix
Abstract	x

CHAPTER 1: INTRODUCTION

1.1	Background of the Organization	1-3
1.2	Vision	4
1.3	Mission	4
1.4	Objectives	4
1.5	Branch Functions	5
1.6	Logo and Descriptions	6
	1.6.1 The National Archives of Malaysia's Logo	6
	1.6.2 Logo Descriptions	6-7
1.7	Organizational Structure	8

CHAPTER 2: ORGANIZATION INFORMATION

2.1	Departmental Structure	9
	2.1.1 Records Management and Archives Administration Division	9
	2.1.2 Outreach and Support Services Division	9
2.2	Department Functions ¹⁰	
	2.2.1 Records Management and Archives Administration Division	10
	2.2.1.1 Records Section	10
	2.2.1.2 Archives Section	11
	2.2.1.3 Conservation Section	11
	2.2.2 Outreach and Support Services Division	12
	2.2.1.4 Outreach Section	12
	2.2.1.5 Administration and Financial Section	12



ABSTRACT

This report is about industrial training at National Archives of Malaysia Pahang Branch (NAMPB) from 02 February 2015 until 30 June 2015. This industrial training has been supervised by UiTM Lecturer, Miss Nurul Huda Binti Md Yatim and Madam Syazwani Binti Salleh at NAMPB. In this report, student had describe about background of organization, organizational structure, departmental structure, department functions and others as part of introduction and organization information. Then, student also describe about industrial training activities that has been conducted at this organization in order to gain student knowledge. There are special project for this industrial training as part of student contribution to assists organization in managing information about Department Records Officer (DRO) and Department Records Administrative Assistant (DRAA). Description of events and activities also has been included for student roles and responsibilities during the period of training. During industrial training, student also needs to describe about knowledge, skills and experience in undertaking task at this organization as a feedback for evaluation. Industrial training give many advantages rather than disadvantages for student before go to career life which student know about policy and procedures in organization, organization functions and the importance of NAMPB as a place that keep valuable information for future reference.

Keywords: Industrial Training, Training Activities, Special Project, Knowledge, Skills,