



INDUSTRIAL TRAINING REPORT

**ARKIB NEGARA MALAYSIA CAW.PAHANG
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2NDFEBRUARY 2015 – 30THJUNE 2015

ACKNOWLEDGEMENT

The internship opportunity I had with National Archive of Malaysia Pahang Branch (NAMPB) was a great chance for learning and professional development. I am also grateful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

I express my most gratitude to Allah S.W.T for giving me a lovely lecturer Ms.Nurul Huda Binti MD Yatim for her patience, support and assistance during the process of completing this report for industrial training program. The journey of writing this report was never effortless. The learning experience of writing this report has in many ways helped me to discover my inner selves and it is priceless.

I express my sincere to all people who are involved directly or indirectly in making my dream come true, special thanks to the Director of NAMPB Mr.Hj Ahmad Sukri Bin Hj Abdul Kadir who busy with his duties, took time out to hear, guide and allowing me to carry out my project at their organization during the training.

I express my deepest thanks to Mrs.Syazwani Bin Salleh, my supervisor for taking part in useful decision & giving necessary advices and guidance and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution gratefully.

I express my deepest thanks to Mr.Abdul Ghani Bin Abdul Hamid who willing to help me to find information, resource person and bring me visit around Kuala Lipis town. Not forget to Dr.Wan Aminuddin Bin Abd Hamid, Ustaz Haji Yahaya Bin Haji Sidek,Mr.Hamdan Bin Abdullah,Mr.Amran Bin Ismail, for the cooperation and helping me to finished this project.

I also express my thanks to all staff in NAMPB, family and friend who give strong moral support and opinion throughout entire process of completing this industrial training report.

I also hope that this industrial program report has fulfilled the course outline provided in order to facilitate easy reference and lecturer's requirement.

ABSTRACT

Industrial training program offered by faculty of Information Management, University Technology Mara Segamat Johor is an opportunity for an undergraduate student to apply his theoretical knowledge gain during the university academic program into real working environment. The objective of this program is to enhance participant skills, and to enrich their industrial training. This opportunity extremely helps me exposed into an environment where I could think me as archivist. Records and archives are a research resource, and the archival institution is the specialist facility in which this kind of research is concentrated. It is the function of the archival institution to manage the raw material of history for the benefit of society as a whole. Archive consists of many benefits such as keeping current and semi-current record. Archive also keeping historical material that can be used as evidence. All records in archive will be keeping permanently. Through this industrial program also I gain a lot of knowledge that before I only know through study. Experience and skills that I gain in this organization I can use it as a preparation for my future working life.

Keyword: *Archival institution, records, current, semi-current, archivist*

TABLE OF CONTENT

CHAPTER	CONTENT	PAGES
1	INTRODUCTION	1-2
	1.1 Background of the organization	2
	1.2 Organizational Structure	3
	1.3 Vision	3
	1.4 Mission	3
	1.5 Objective	3
	1.6 Branch Function	3-4
	1.7 Logo Description	4-6
2	ORGANIZATION INFORMATION	6
	2.1 Departmental Structure	
	2.2 Departmental Function 2.2.1 Record Management 2.2.2 Archive Administration 2.2.3 Preservation and conservation 2.2.4 Development 2.2.5 Administration and Financial	6-8
3	INDUSTRIAL TRAINING ACTIVITIES	
	3.1 Training Activities 3.1.1 Cleaning Process 3.1.2 Bindery Process 3.1.3 Archival Description 3.1.4 The COMPASS System 3.1.5 Tissues Repair Method 3.1.6 De-acidification Process 3.1.7 Traditional Repair Method	9-25
	3.2 Special Project	
	3.2.1 Introduction	26
	3.2.2 Objective of Oral History and	27

	documentation	
	3.2.3 The Process of Oral History Project	28-31
	3.2.4 Advantages of Oral History	31
	3.2.5 Limitation	32-33
	3.3 Description of Event /Project/Activity	
	3.3.1 Gotong-royong Program with Archive Staff	33
	3.3.2 Handling Record Management event with POLISAS	33
	3.3.3 Participated in Record Management Courses with all “Jabatan Pertanian” organization around Pahang	33-34
	3.3.4 Set up exhibition for “Majlis Perasmian Pameran Watikah Pemasyhuran Kemerdekaan” at Pahang Art Museum	34
	3.3.5 Assist in “Majlis Perasmian Pameran Watikah Pemasyhuran Kemerdekaan” Exhibition	34
	3.3.6 Assist in “Majlis Bicara Sejarah “ at Pahang Art Museum	34
	3.3.7 Assist Mrs Syazwani and Mr Hafiz for consultant services	34-35
	3.3.8 Assist in Pameran Sempena Petrosains Playsmart Kuantan “Jurassic Adventure”	35
	3.3.9 Attend Majlis Berbuka Puasa	35