

**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**



**RECORDS MANAGEMENT IMPLEMENTATION IN FINANCE UNIT,  
PUSTAKA NEGERI SARAWAK**

**ADS666**  
**PRACTICAL TRAINING**

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## CHAPTER 1

### INTRODUCTION

#### 1.1 Background of Pustaka Negeri Sarawak



**Figure 1.1 : Pustaka Negeri Sarawak**

Sarawak State Library or its equivalent in Bahasa Malaysia, Pustaka Negeri Sarawak was launched on 31<sup>st</sup> December 1999, officiated by Yang Amat Berhormat Pehin Sri Abdul Taib Mahmud, former Sarawak Chief Minister and open to public on 2<sup>nd</sup> January 2000. The establishment of Pustaka Negeri Sarawak stipulated under the Laws of Sarawak, Chapter 29, Sarawak State Library Ordinance 1999 (Sarawak State Library Ordinance, 1999). Pustaka Negeri Sarawak serves as a community centre of knowledge and cultural enlightenment where Malaysians in Sarawak not only access a vast store of information also as the hub of information services in the form of both printed and electronic media for the public and private sectors elsewhere in Sarawak throughout Malaysia. It will also provide gateway into from publicly accessible international information centers. This will help the state to grow into an information, communication and technology and in line with country's vision of 2020.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 Introduction

Practical attachment is an essential part of studies which is designed to provide students with the opportunity to put theory into practice. The aim of practical attachment is to help students develop skills and abilities that support professional studies and prepare them for work in future. Process of learning will be more effective when the students are being exposed to the real working condition by practically applying their knowledge and also the skills that they had learned. The trainee has chosen Pustaka Negeri Sarawak as a place to practical attachment for 5 weeks which started from 21<sup>st</sup> July 2014 until 29<sup>th</sup> August 2014. Throughout the period of practical attachment, the trainee had been attached under Finance Unit. The exact work done during the practical attachment are as follows :

## CHAPTER 3

### ANALYSIS

#### 3.0 Introduction

This chapter will explain the analysis of the training specifically focuses on one area of task as covered in practical training throughout the five weeks which is Records Management Implementation in Finance Unit, Pustaka Negeri Sarawak. This chapter also reflects the definition and concept and theoretical aspects, demonstration of practical aspects at the work place and how the trainee transformed knowledge gained at the workplace to reinforce understanding in the concepts learned in class. It also includes the trainee personal experience during practical training.

#### 3.1 Concept of Records Management

Records management is the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records (Australian Standard AS ISO 15489, 2002). Records management also a process deal with controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours (National Archives of Malaysia, 2012). Records management is a key element in achieving the establishment of efficient and effective procedures for filing and retrieving information.