

# **MANAGE IT!**

## **Foundation of Records Management**

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## Preface

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Information is the life-blood of an organisation that should be managed effectively, so that the information is available to the right person, at the right time, and the right place which must be protected from unauthorised access. However, records management was not recognised as being important in an organisation. Therefore, this book has been successfully made to promote the existence of records management professional in Malaysia and the important of records management in organisation.

*Manage It! Foundation of Records Management* book is intended to be a reference book for students mainly in Information Management and Records Management, Faculty of Information Management. This book is also essential to be used as a reference for records custodians and others who have any responsibility for records management programmes.

This book is formulated as a guideline on how to manage records effectively and systematically in organisation. This book is divided into several sections based on a particular point in aspect of records management. The chapters provide an overview of terms and basic concept of records management, principles of records management, records management legislation, registry as a place to manage your records, file management, and appraisal and disposition of records in organisation, accordingly. It also consists of diagrams and tables. At the end of the chapters, the summary is worded into tables, so that readers can have a clearer view of the chapter content. This book also explains the important for an organisation to protect their vital records and the benefit of implementing records management programmes.

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## Acknowledgement

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This book is written to serve as a guide to the practice of records and information management. Our experience of teaching and supervising students as well as attachment with government agencies have prompted us to provide a compact and structured material to be used as a reference source. Consequently, we have taken this opportunity to update and refine the existing teaching materials on one of the subjects taught in the records management courses at the faculty and improvised into the present one where appropriate.

First and foremost, thanks to Allah SWT for giving us strength, perseverance and blessing to accomplish this work. Throughout this endeavour, we have been guided by invaluable advice and fruitful response from experts around us and many individuals who have contributed much to the writing of this book. We are particularly indebted and grateful to Associate Professor Dr. Rusnah Johare, for her constructive and insightful comments towards the successful completion of this book. Our sincere appreciation also goes to Professor Dr. Aliza Ismail for her thoughtful reviews and inputs. Finally, our deep thankfulness goes to our colleagues and family members for their utmost supports, prayers and understanding. Thanks all for being our inspiration.

Dr. Alwi Mohd Yunus