OBJECTIVES

1. Provide awareness to government departments and agencies on the importance of Records and Archive Management
2. Raise awareness of the importance of preserving the records and archives material;
3. Facilitate the transfer of records and archives of departments and government agencies systematically to the State Records Repository, Sarawak State Library.

MODULES

MODULE 1
RECORDS & ARCHIVES MANAGEMENT BRIEFING
- The importance of records and archives management
- Preservation of records & archives
- Transfer of records & archives

MODULE 2
PRACTICAL PROCESSING OF AGENCIES’ RECORDS
- Guideline for transferring of records and archives to State Records Repository
- Hands-on cleaning process of records & archives to be transferred

MODULE 3
TRANSFER OF RECORDS & ARCHIVES
- Procedure on transfer of physical records & archives to State Records Repository
- Actual transfer of physical records to State Records Repository by the government agencies

CAMPAIGN OUTCOME

11 CAMPAIGNS
89 AGENCIES
243 PARTICIPANTS
17,167 RECORDS

EXPAND AND PROMOTES THE PARTICIPATION OF VARIOUS AGENCIES IN TRANSFERRING THEIR RECORDS TO STATE RECORDS REPOSITORY

INCREASE ON THE TRANSFER OF FILES IN 2017 (COMPARISON BETWEEN 2016-2017)
CREATE AWARENESS AMONG CIVIL SERVICE ON THE IMPORTANCE OF RECORDS & ARCHIVES
PROVIDE KNOWLEDGE ON BASIC CONSERVATION OF RECORDS AND ARCHIVES FOR CIVIL SERVANT