



RECORDS AND ARCHIVES MANAGEMENT: DEPARTMENTS/AGENCIES RESPONSIBILITIES

RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

PUSTAKA NEGERI SARAWAK RESPONSIBILITIES

02 To offer strategies to transcend records management technology and to ensure the integrity of conventional and electronic records



01 To provide guidelines for the development of a comprehensive records management programmes



03 To address records management programmes requirements





RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

AUTHORITY

*Quotes from:

Sarawak State Library Ordinance 1999, Part IV, Section 14 (1) (d)

SARAWAK STATE
LIBRARY ORDINANCE, 1999
PART IV: STATE DEPOSITORY

“To maintain, preserve and keep public records which are more than **twenty-five years old**, and other **documents, papers, instruments, and statutes, statutory order, regulations or decrees**, directed by State Secretary to be **maintained, preserved and kept** in the State Depository on account of their historical value or public importance”



RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

AUTHORITY

*Quotes from:

Sarawak State Library Ordinance 1999, Part IV, Section 18



“The Board may, subject to regulations made **under section 29, authorize the destruction** of any library resources or **disposal of public records** delivered to it under this Part:

Provided that whenever practical, **a copy of the library resource or public record is preserved in its original or other form acceptable to the Board before any such destruction or disposal.**”

RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

ADDITIONAL FUNCTION OF CHIEF EXECUTIVE OFFICER (CEO) TOWARDS PUBLIC RECORDS

***As stipulated in Sarawak State Library Ordinance 1999, Part III, Section 11A**

11A.(a)



To examine records which are in the custody or under the control of a public office, to identify records which are of archival value and to advise on the creation, maintenance, storage, use and disposal of such records;

To acquire records and materials which in the opinion of the Chief Executive Officer (CEO) are or are likely to be archival value;



11A.(b)

11A.(c)



To advise public offices on the establishment and maintenance of Agency Records Units;

To advise public offices in the planning, implementation and evaluation of their records management programmes.



11A.(d)

RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

ARAHAN PERBENDAHARAAN 150 (ii)



“Bagi pemusnahan semua buku dan rekod kewangan serta perakaunan termasuk rekod di dalam bentuk mikro grafik atau media elektronik yang tidak tercatat di Lampiran M, kelulusan Ketua Pengarah Arkib Negara dan Ketua Setiausaha Perbendaharaan atau Pihak Berkuasa Kewangan Negeri hendaklah diperolehi terlebih dahulu selepas pengauditan tahun berkenaan oleh Ketua Audit Negara.”

“Bagi pemusnahan semua buku dan rekod kewangan serta perakaunan termasuk rekod di dalam bentuk mikro grafik atau media elektronik tersebut di atas yang di bawah bidang kuasa Negeri Sabah dan Sarawak, kelulusan hendaklah juga diperolehi dari Arkib Negeri Sabah dan Pustaka Negeri Sarawak.”

RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

NATIONAL ARCHIVE ACT, 2003



Part IV, Section 27 (1)

“The administrative head of public office shall prepare and submit a record disposal schedule in the prescribed form for the disposal of public records to the Director General for his approval.”



Part IV, Section 38 (6)

No person shall make copies of or take extracts from any classified records except with the prior written permission of the administrative head of the office responsible for the classified records and in accordance with this Act.



Part IV, Section 38 (7)

Any person who contravenes subsection (6) commits an offence and shall on conviction be liable to a fine not exceeding five thousand ringgit or to imprisonment for a term not exceeding one year or to both.



RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

OFFICIAL SECRET ACT, 1972 (SECTION 8)



“If any person **having in his possession or control any official secret or any secret official code word, countersign or password** which –

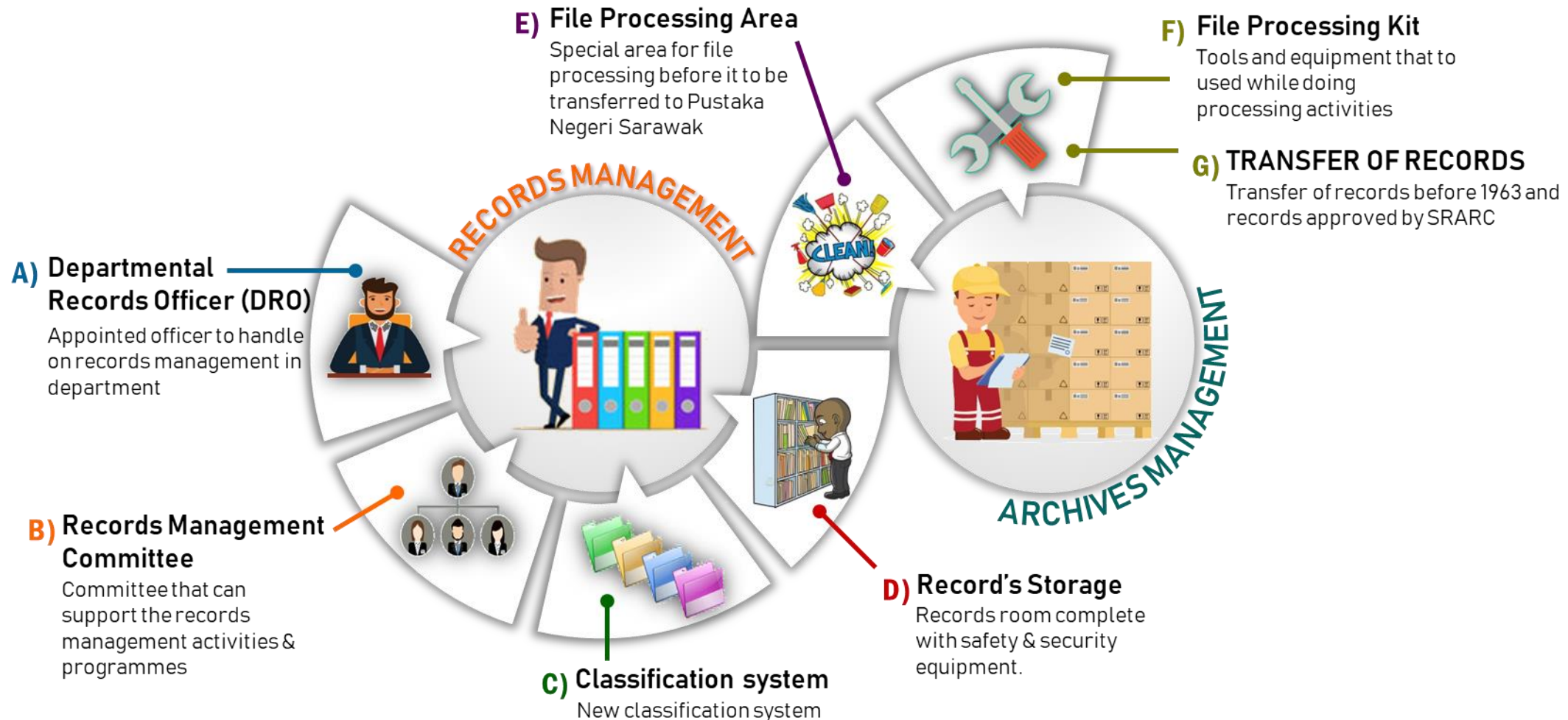
(c) has been made or obtained in contravention of this Act

(iv) fails to take reasonable care of, or so conducts himself as to endanger the safety or secrecy of, any such official secret or

he shall be guilty of an offence punishable with **imprisonment for a term not less than one year but not exceeding seven years.**”

RECORDS & ARCHIVES MANAGEMENT IN GOVERNMENT DEPARTMENT

WHAT DEPARTMENT MUST HAVE AND DO?



PUSTAKA'S EFFORT AND IMPLEMENTATION OF RECORDS MANAGEMENT IN SARAWAK 2002 - 2018



1. TALKS AND BRIEFING

93

PROGRAMS

93

AGENCIES

1914

PARTICIPANTS

2. ADVISORY VISIT

198

PROGRAMS

195

AGENCIES

253

PARTICIPANTS

PUSTAKA'S EFFORT

AND IMPLEMENTATION OF RECORDS MANAGEMENT IN SARAWAK 2002 - 2018



3. TRAINING

55

PROGRAMS

1411

PARTICIPANTS

191

AGENCIES



4. RECORDS APPRAISAL

92

PROGRAMS

15,637

FILES

53

AGENCIES

PUSTAKA'S EFFORT

AND IMPLEMENTATION OF RECORDS MANAGEMENT IN SARAWAK 2002 - 2018

5. RECORDS DISPOSAL

97
SESSIONS

12,531
FINANCIAL RECORDS

54
AGENCIES

6,187
NON-FINANCIAL RECORDS



PUSTAKA'S EFFORT

AND IMPLEMENTATION OF ARCHIVES MANAGEMENT IN SARAWAK 2000 - 2018



FILES RECEIVED

62,002

FILES

53

agencies



FILES FUMIGATED

61,447

FILES

53

agencies



**TRAINING ON ARCHIVES
MANAGEMENT DIVISION**

60

TRAINING

163

agencies



CAMPAIGN

18

CAMPAIGN

Government Records Transferred to State Records Repository, Pustaka Negeri Sarawak 2000 – July 2018

Chief Minister's
Department

48,730

RECORDS

States
Ministries

1,732

RECORDS

State
Departments

91,385

RECORDS

Resident Offices &
District Offices

17,297

RECORDS

State Local
Authorities

47,640

RECORDS

States Statutory Bodies &
Government Link Company

14,764

RECORDS

TOTAL
221,548
RECORDS



PRESERVATION OF RECORDS AND ARCHIVES AT PUSTAKA NEGERI SARAWAK

REPOSITORY 3

- ➔ **Repositories for department records transferred to Pustaka**



REPOSITORY 1

- ➔ **Migrated Archives**





PRESERVATION OF RECORDS AND ARCHIVES AT PUSTAKA NEGERI SARAWAK

REPOSITORY 1

➔ Photographs
collection



REPOSITORY 5

➔ Brooke Trust
Collection





PRESERVATION OF RECORDS AND ARCHIVES AT PUSTAKA NEGERI SARAWAK

REPOSITORY 6

➔ **Newspaper
Collection**



REPOSITORY 5

➔ **Paintings**



The Impact of the Records and Archives Management Practices in Sarawak

DOCUMENTING GOVERNMENT



PUSTAKA HOLD ESSENTIAL INFORMATION FOR USE IN LEGAL PROCEEDINGS

- ➔ preserve records that are essential for legal defenses.

E.g: land disputes that actively being referred and brought to court.



PUSTAKA SUPPORT GOVERNMENT EFFECTIVENESS AND TRANSPARENCY.

- ➔ knowing what was done in the past—what worked, what failed, what lessons might be learned.
- ➔ The records preserved that was transferred by agencies provide evidence for future references.

The Impact of the Records and Archives Management Practices in Sarawak

DOCUMENTING GOVERNMENT



PUSTAKA HELPS IN INCREASING GOVERNMENT EFFICIENCY

- ➔ to destroy outdated records which has no historical value
- ➔ determine (or help determine) what records government should keep and what they can dispose of.



PUSTAKA ASSIST IN MAINTAINING THE HISTORY OF SARAWAK

- ➔ Government records provide connections to the past in very tangible, approachable ways for people with specific compelling interests in their heritage.

The Impact of the Records and Archives Management Practices in Sarawak

PROMOTING HISTORY



Pustaka helps to **prepare the next generation of responsible citizens**

- ➔ Support the **education syllabus**
- ➔ Help school teachers **meet core curriculum standards and engage students** in finding information for national exam's history project
- ➔ Assist researcher from **University, Government Department and freelance researcher** to **use primary source materials.**

BIG IMPACTS



➔ Records that are well managed and transferred to Pustaka are the **foundation of open government, supporting the principles of transparency, participation, and collaboration.**



➔ Well-managed records can be used to **assess the impact of programs, to improve business processes, and to share knowledge across the Government.**

BIG IMPACTS



- ➔ **Records protect the rights and interests of people, and hold officials accountable for their actions.**



- ➔ **Permanent records document our state's history**