

TAKLIMAT JADUAL LATIHAN ARCHIVAL RECORDS MANAGEMENT SYSTEM (ARMS)

Oleh Bahagian Pengurusan Arkib



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September 2019

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<http://arms.pustaka-sarawak.com/arms/srr/publicSearch.htm>

PENGENALAN



Aplikasi secara dalam talian.



Pendaftaran secara dalam talian.



TIDAK mengandungi salinan rekod sebenar.

Telah diwujudkan pada 2012.

Akses



Modul berdasarkan akses pengguna.



FUNGSI

ARMS

Permohonan pemindahan rekod secara dalam talian.



Permohonan pelupusan rekod secara dalam talian.



Pencarian bahan koleksi rekod dan arkib di Repositori Rekod Negeri.



MODUL



ADMIN

PENGGUNA

**PUSTAKA NEGERI
SARAWAK**



JABATAN/AGENSI

**PENYELIDIK,
INDIVIDU etc.**

PELAJAR,



TANGGUNGJAWAB PUSTAKA NEGERI SARAWAK



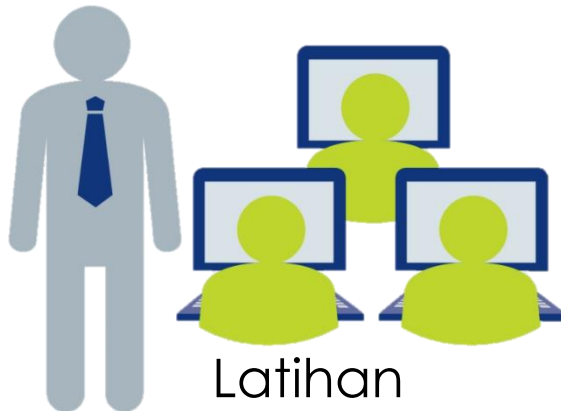
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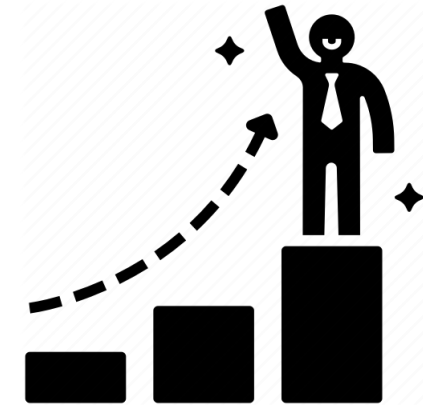
2020



Perkongsian kemahiran dan pengetahuan penggunaan ARMS.



Latihan



Memastikan setiap Jabatan/Agensi menggunakan ARMS.

PERANCANGAN JADUAL BENGKEL PENGGUNAAN ARMS 2020

Cadangan Tarikh	Cadangan Sesi	Jabatan/ Agensi
Feb	Mengikut Zon	Jabatan Ketua Menteri
Feb		Badan Berkanun
Feb		Kementerian Negeri
Mac		Jabatan Negeri
Mac		Residen
Mac		Pihak Berkuasa Tempatan
Apr		Pejabat Daerah

Sebarang perubahan tertakluk kepada perubahan semasa.

PERANCANGAN JADUAL BENGKEL PENGGUNAAN ARMS 2020

ZON	TARIKH/MASA	PERKARA
SELATAN	HARI 1 8:30 pagi – 5:00 petang	Bengkel Kemasukan Data ke dalam Archival Records Management System (ARMS)
TENGAH		
UTARA		
SELATAN	HARI 2 8:30 pagi – 5:00 petang	Latihan Penggunaan Modul Archival Records Management System (ARMS)
TENGAH		
UTARA		

Sebarang perubahan tertakluk kepada perubahan semasa.

TANGGUNGJAWAB JABATAN



MELANTIK

Pegawai Seranta
Jabatan

Pegawai Rekod
Jabatan

TANGGUNGJAWAB JABATAN



Menyediakan
maklumat
jabatan/agensi



CONTOH

BORANG MAKLUMAT JABATAN/ AGENSI
NEGERI SARAWAK

A. Maklumat Jabatan

Nama Rasmi Jabatan : Department of State. Peace Corps

Akronim Nama Jabatan : Peace Corps

Jenis Jabatan/Agensi : Corporate body

TANGGUNGJAWAB JABATAN

B. Deskripsi Jabatan

Tarikh Penubuhan : 1961 until now

Sejarah Jabatan : The Peace Corps was established as an operating agency in the Department of State by Department of State Delegation of Authority 85-11, effective March 3, 1961, pursuant to Executive Order (E.O.) 10924, March 1, 1961. It was recognized legislatively by the Peace Corps Act (75 Satt. 612), approved September 22, 1961. The Peace Corps was reassigned to the newly established ACTION by Reorganization Plan No.1 of 1971, effective July 1, 1971. It was made autonomous within ACTION by E.O. 12137, May 16, 1979, and was made an independent agency by Title VI of the International Security and Development Corporation Act of 1981 (95 Stat.1540), February 21, 1982. The Peace Corps administered and coordinated Federal international volunteer and related domestic volunteer programs including the areas agricultural assistance, community development, education, environmental protection and nation assistance.

CONTOH



Menyediakan
maklumat
jabatan/agensi

Fungsi Jabatan : Agricultural assistance
Community development
Education
Environmental protection
Nation Assistance

TANGGUNGJAWAB JABATAN

CONTOH



Menyediakan maklumat jabatan/agensi

C. Hubungan Jabatan/Agensi dengan Jabatan Ketua Menteri/Kementerian/Badan Berkanun Negeri/Pejabat Residen/Pejabat Daerah/Pihak Berkuasa Tempatan

- a) Nama jabatan/ agensi berkaitan : Department of State
- b) Kategori hubungan : Hierarchical
- c) Deskripsi hubungan : Subordinate agency
- d) Tarikh hubungan : 3rd March 1960 until now

TERIMA KASIH



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