



TAKLIMAT PENYELARASAN **REKOD & ARKIB** NEGERI SARAWAK



DEPOSITORY SERVICES SECTOR



CONTENT

- 1. Issues Highlighted during *Simposium Pengurusan Rekod dan Arkib 2018* and what action has been taken?**
- 2. List of Legal Requirements**
- 3. Departmental Records Officer & Focal Person**
- 4. Initiatives and activities by Pustaka Negeri Sarawak**
- 5. Active Departments**
- 6. What We Offer?**
- 7. Records and Archives Collections**
- 8. Whats Next for Records and Archives Management?**

ISSUES HIGHLIGHTED DURING *SIMPOSIUM PENGURUSAN REKOD DAN ARKIB 2018* AND WHAT ACTION HAS BEEN TAKEN?



ISSUES

STORAGE AREAS (SECURITY,
CLEANLINESS AND
EQUIPMENT)

FEEDBACK FROM GOVERNMENT DEPARTMENTS

“Lack of storage for active and non-active files”

“No space and safe area to store the non active files”

“Not enough cabinet and using old rack”



ACTIONS



To come out with a
**Circular from State
Secretary Office on the
roles and
responsibilities of
departments on records
and archives
management.**



Conduct **continuous
awareness
programmes** for
departments on
records management



ISSUES

BUDGET ALLOCATION

FEEDBACK FROM GOVERNMENT DEPARTMENTS

“Budget on Maintaining records and files room are limited”

“Not enough Budget to buy tools and equipment for systematic records management in the department”



ACTIONS



Free Distribution of Processing Kits

- Total of Processing Kit Distributed to Government Agencies

83 PROCESSING
KITS



ISSUES | TRAINING

FEEDBACK FROM GOVERNMENT DEPARTMENTS

“Need for training especially to conduct In-House Training

“Require enough training because of lots of staffs involved in records management”



ACTIONS



To continuously assist and guide State Civil Service competencies in records and archives management through:

- Trainings On **Records And Archives Management**.
- **Workshops** on files classification and retention schedule.
- **File Processing Training** for records before 1963.
- **Kempen 1 Fail 1 Minggu** for all departments.
- To **include records management training module** in State Civil Service induction course.



ISSUES

STAFF AND AWARENESS

FEEDBACK FROM GOVERNMENT DEPARTMENTS

“No specific staff to manage the records”

“Lack of awareness by staff in Government Agencies on the importance of records management”



ACTIONS



Conducting outreach programmes on Records and Archives Management to all departments through:

- Briefing
- Demonstration
- Coaching
- Consultation session

LIST OF LEGAL REQUIREMENTS

- **Sarawak State Library Ordinance 1999**
- ***Akta Rahsia Rasmi 1972***
- ***Panduan Pengurusan Pejabat***
- **State Public Service General Orders 1996**
- ***Arahan Keselamatan***
- ***Surat Pekeliling Bil. 1 Tahun 2011: Pemindahan Rekod - rekod Awam ke Pustaka Negeri Sarawak***
- ***Surat Pekeliling ICT No. 7/2011: Penggunaan Mel Elektronik dan Internet di Agensi Kerajaan Negeri***
- ***Surat Pekeliling No. 1/2015: Memperkasakan Pengurusan Keselamatan Perkara Terperingkat Kerajaan Negeri Sarawak***

LIST OF LEGAL REQUIREMENTS

- **Malaysian Standards**
 - MS 2223-1: 2009
 - MS 2223-2: 2009c.
- **Circular Memorandum No 32: Departmental Records Officer, 1974**
- ***Arahan Perbendaharaan, 2007***
- **Local Authority Financial Regulations 1997**
- ***Surat Pekeliling Perbendaharaan Bil. 4 Tahun 2007: Pindaan ke atas Arahan Perbendaharaan (AP) 150***

DEPARTMENTAL RECORDS OFFICER & FOCAL PERSON



DEPARTMENTAL RECORDS OFFICER



FOCAL PERSON



Pustaka Negeri Sarawak



Jabatan Kehakiman Syariah Sarawak



Resident Office, Limbang



Pustaka Negeri Sarawak



Dewan Bandaraya Kuching Utara



Land and Survey Department Sarawak



STATE RECORDS AND ARCHIVES RETENTION COMMITTEE (SRARC)

- Committee is responsible in decision making of records in State Departments and agencies.
- SRARC establishment has been approved by **Pustaka Negeri Sarawak Board of Management** on the 4th March 2005.
- Officially approved by **State IT and Resource Council (SITRC)** then, on the **12th September 2005**.



- » To provide justifiable reason for records' retention and separation
- » To ensure the continual and timely transfer of non-current records and archives to State Depository
- » To ensure the appraisal and selection for archival purposes meets the standard archival value
- » To decide on the disposal of records
- » The Committee shall also from time to time make recommendations such as, but not limited to the following:
 - Reassert the importance of records disposal schedules across public sectors
 - Reassert the importance of clear selection criteria for Appraisal



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

BLUEPRINT FOR SARAWAK'S RECORDS

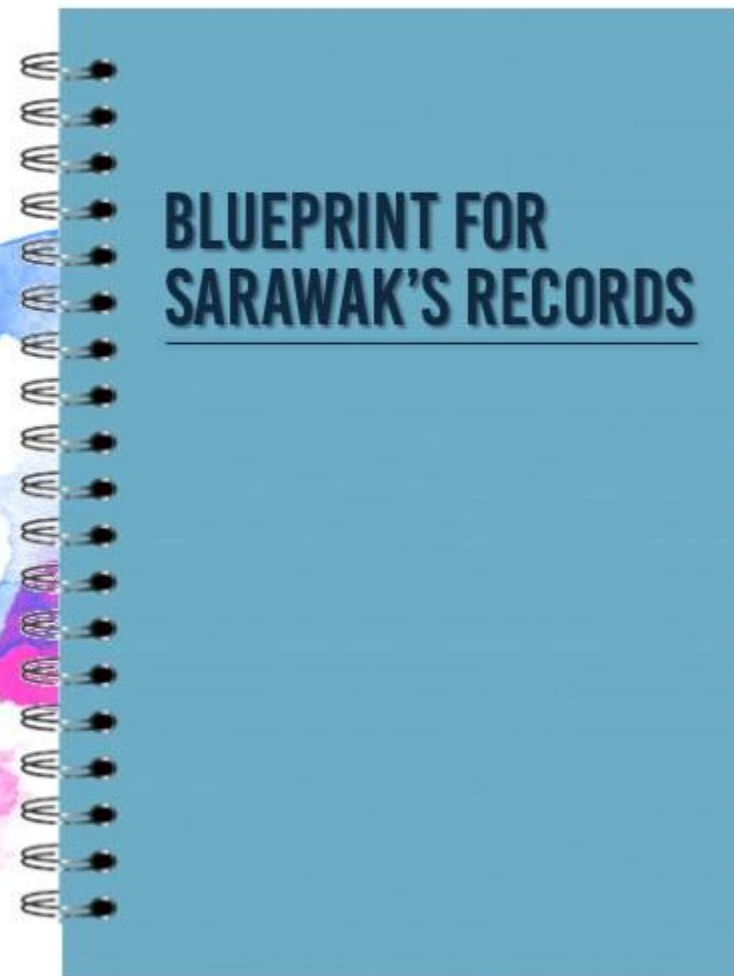
13TH & 14TH AUGUST 2014

The purpose of the programme was to prepare a comprehensive blueprint on records and archives management for the Sarawak State Civil Service. The 3-days programme with the theme *Our Records, Our Heritage* started with a forum on 12th August, followed by 2-days workshop from 13th -14th August 2014. The outcome of the forum & workshop is a *Blueprint for Sarawak's Records*.

INVOLVEMENT OF

11 COLLABORATORS

172 PARTICIPANTS





INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RECORDS & ARCHIVES MANAGEMENT FORUM

Records & Archives Management Forum was organised for Sarawak's state departments and agencies to provide information on records management and archives as well as to provide guidance and governance aspects that must be complied with by all civil servants. In addition, the relevant government departments and agencies will be briefed on the methods and means of managing the classified records available at the state government departments and agencies.

3 LOCATIONS

▶ KUCHING
▶ SIBU
▶ MIRI

242

PARTICIPANTS

KUCHING DIVISION – 12TH MAY 2017



SIBU DIVISION – 18TH JULY 2017



MIRI DIVISION – 4TH SEPTEMBER 2018





INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RECORDS & ARCHIVES SEMINAR 2016

14TH & 15TH NOVEMBER 2016

Records and Archives Seminar is one of the activities planned in 2016 for departments, state agencies and the general public in Sarawak. The seminar was held from 14 to 15 November 2016 at Pustaka Negeri Sarawak.

Launched by:

YB DATUK JOHN SIKIE ANAK TAYAI

Assistant Minister

Native Laws and Customs & Assistant Minister for Arts and Culture

INVOLVEMENT OF

13 COLLABORATORS

318 PARTICIPANTS

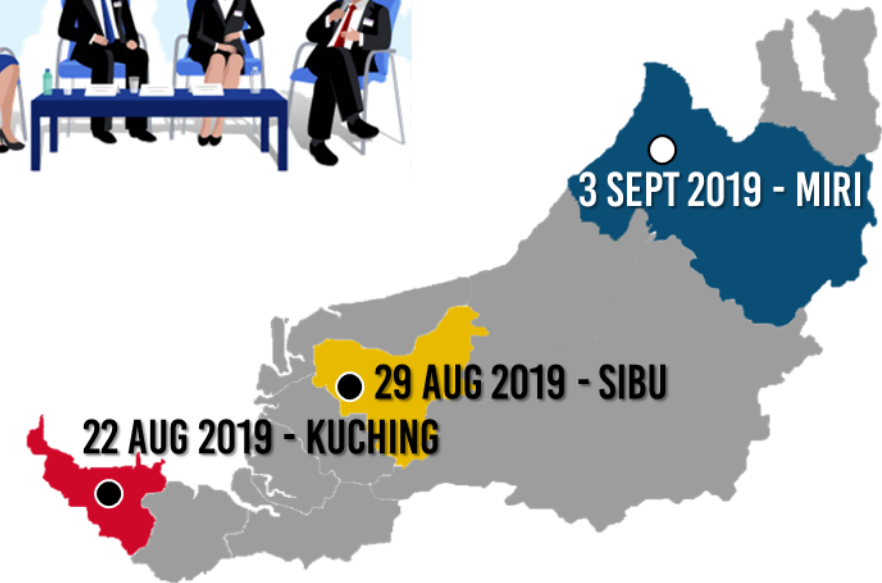


DISCOURSE PROGRAMME ON ELECTRONIC RECORDS MANAGEMENT

This program was initiated by Pustaka Negeri Sarawak to ensure that the heritage of Sarawak's are stored efficiently in electronic format. The Sarawak Civil Service was be informed during this program on the standards, procedures and guidelines that shall be practiced in handling electronic records.

OBJECTIVES:

- » To establish the systematic and holistic records management practices across SCS.
- » To increase awareness and understanding on electronic record management practices in order to facilitate day-to-day operations in government departments and agencies.
- » To identify the importance of electronic records management in departments and agencies.
- » To ensure that electronic records management standards and procedures are understood and practiced at departments and agencies.



INVOLVEMENT OF

292

PARTICIPANTS

173
STATE AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

SYMPOSIUM ON **RECORDS & ARCHIVES** MANAGEMENT 3RD & 4TH SEPTEMBER 2018



Symposium on Records and Archive Management was organised on 3rd and 4th September 2018 at UCSI Hotel, Kuching. The theme for this year's symposium is "Creating Sarawak's records management catalysts". The symposium objectives is to further improve records management in Sarawak Civil Service; to improve the knowledge and skills of staff dealing with records management; and to make known Pustaka's role in records and archives management.



INVOLVEMENT OF

367

PARTICIPANTS

FROM VARIOUS DEPARTMENTS/AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

ANUGERAH PENILAIAN DAN PENGHARGAAN PENGURUSAN REKOD DALAM PERKHIDMATAN AWAM NEGERI SARAWAK

Anugerah Penilaian dan Penghargaan Pengurusan Rekod Dalam Perkhidmatan Awam Negeri Sarawak is organized with the ultimate aim of giving recognition and appreciation to the government departments/agencies who have implemented best practices and compliance to national / international records management standards at the organisational level. The presentation of award demonstrates the commitment of Pustaka Negeri Sarawak (Pustaka) in advocating records management governance in the State.



Majlis Penghargaan Pengurusan Rekod 2015:

DEWAN BANDARAYA KUCHING UTARA



Majlis Penghargaan Pengurusan Rekod 2017:

PEJABAT RESIDEN LIMBANG



Majlis Penghargaan Pengurusan Rekod 2018:

JABATAN KEHAKIMAN SYARIAH SARAWAK, BAHAGIAN SIBU

UPCOMING

Majlis Penghargaan Pengurusan Rekod 2019

**STATE
MINISTRIES**



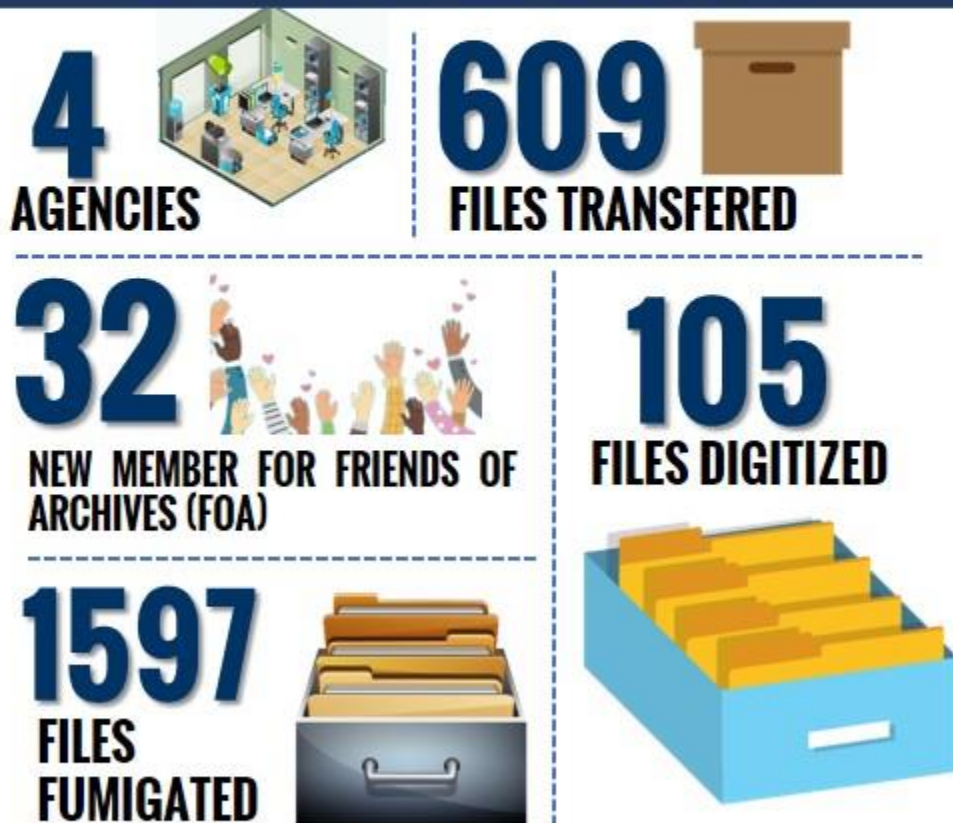
INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RESCUE GOVERNMENT RECORDS AND ARCHIVES PROGRAMME (REGRAP)

Rescue Government Records and Archives Program (REGRAP) started in 2018 to assist the Sarawak government department/agencies in the process of transferring files/records that have been approved by the State Records and Archives Retention Committee (SRARC) Meeting.

Other Objectives to provide awareness to government departments and agencies on the importance of preserving the records and archives material for Sarawak heritage.

STATISTICS OF RESCUE GOVERNMENT RECORDS AND ARCHIVES PROGRAMME (REGRAP) 2018





INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

KEMPEN 1 FAIL 1 MINGGU

Kempen 1 Fail 1 Minggu is an initiative that provides guidance for processing of records to Department's Records Officer before transferring cleaned records to State Records Repository (SRR).

The effectiveness of the **Kempen 1 Fail 1 Minggu** can be seen in the increasing number of records transferred to Pustaka from 17,167 in 2017 to 33,191 records in 2018.



2017



11
KEMPEN / CAMPAIGN

243
PESERTA / PARTICIPANTS

17,167
REKOD / RECORDS

2018



10
KEMPEN / CAMPAIGN

300
PESERTA / PARTICIPANTS

33,191
REKOD / RECORDS

STATE DIGITIZATION AND MICROFILM PROJECT

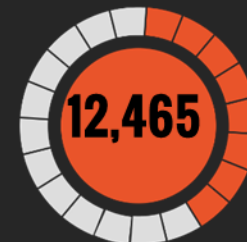


The provision of digitization and microfilm conversion services were introduced in 2017 with the aim of preserving and providing access to state records and archives.

Pustaka Negeri Sarawak was appointed as the **State Microfilm Service Provider** during the State Development Executive Committee (SDEC) meeting on Microfilming in 2016.

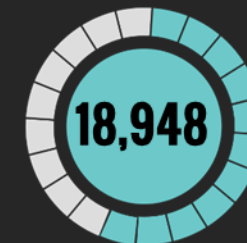
STATISTICS ON DIGITIZATION (2016 - 2018)

2016



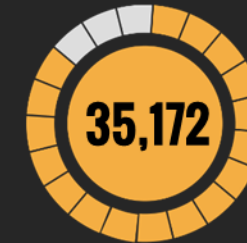
12,465

2017



18,948

2018



35,172

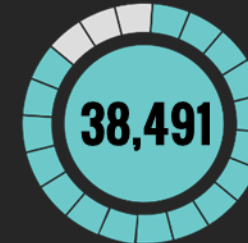
STATISTICS ON MICROFILM (2016 - 2018)

2016



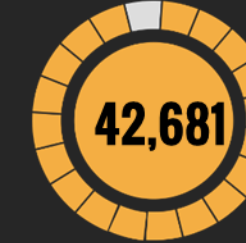
2,984

2017



38,491

2018



42,681



ARCHIVAL RECORDS MANAGEMENT SYSTEM (ARMS)



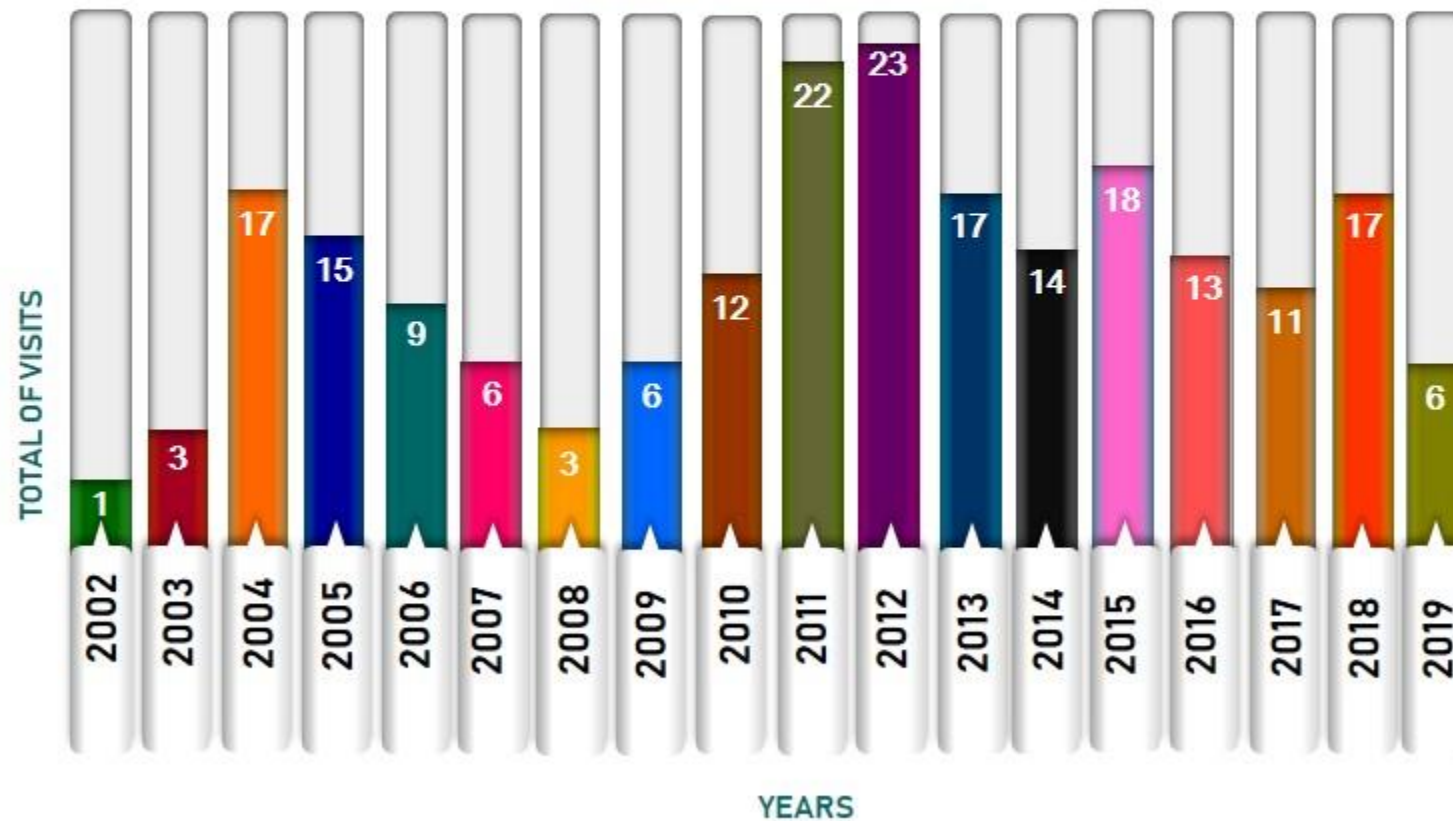
- » Archival Records Management System (ARMS) is a web based application which helps user to identify and locate Records and Archives materials stored at State Records Repository (SRR).
- » ARMS contain information about the location of Archives Collections and not actual records. The system manage reservations as well as retrieval and returning of items to or from repository/ies.



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

ADVISORY VISITS

STATISTICS OF ADVISORY VISITS FROM 2002-2019
(as per 2nd Quarter)



TOTAL ADVISORY VISIT ON
RECORDS MANAGEMENT FROM
2002-2019 (as per 2nd Quarter)

213

VISITS

814

PARTICIPANTS

213

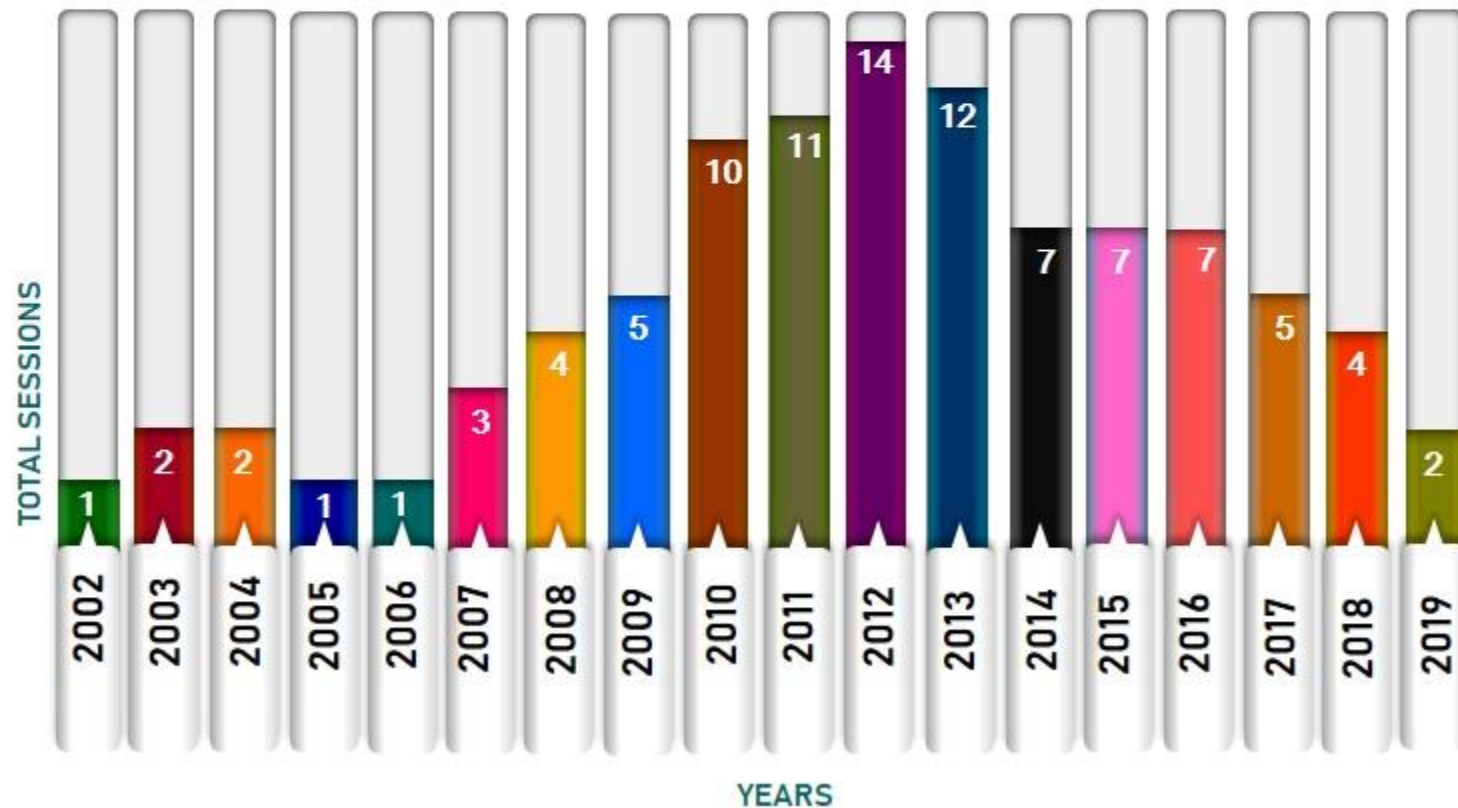
AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

INSPECTION VISITS

STATISTICS OF INSPECTION VISIT ON RECORDS MANAGEMENT FROM 2002-2019 (as per 2nd Quarter)



TOTAL INSPECTION VISIT ON RECORDS MANAGEMENT FROM 2002-2019 (as per 2nd Quarter)

98

BRIEFINGS/TALKS

2032

PARTICIPANTS

98

AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RECORDS MANAGEMENT TRAININGS

STATISTICS OF RECORDS MANAGEMENT TRAININGS FROM 2002-2019
(as per 2nd Quarter)



TOTAL RECORDS MANAGEMENT TRAINING
FROM 2002-2019 (as per 2nd Quarter)

59

TRAININGS

1558

PARTICIPANTS

204

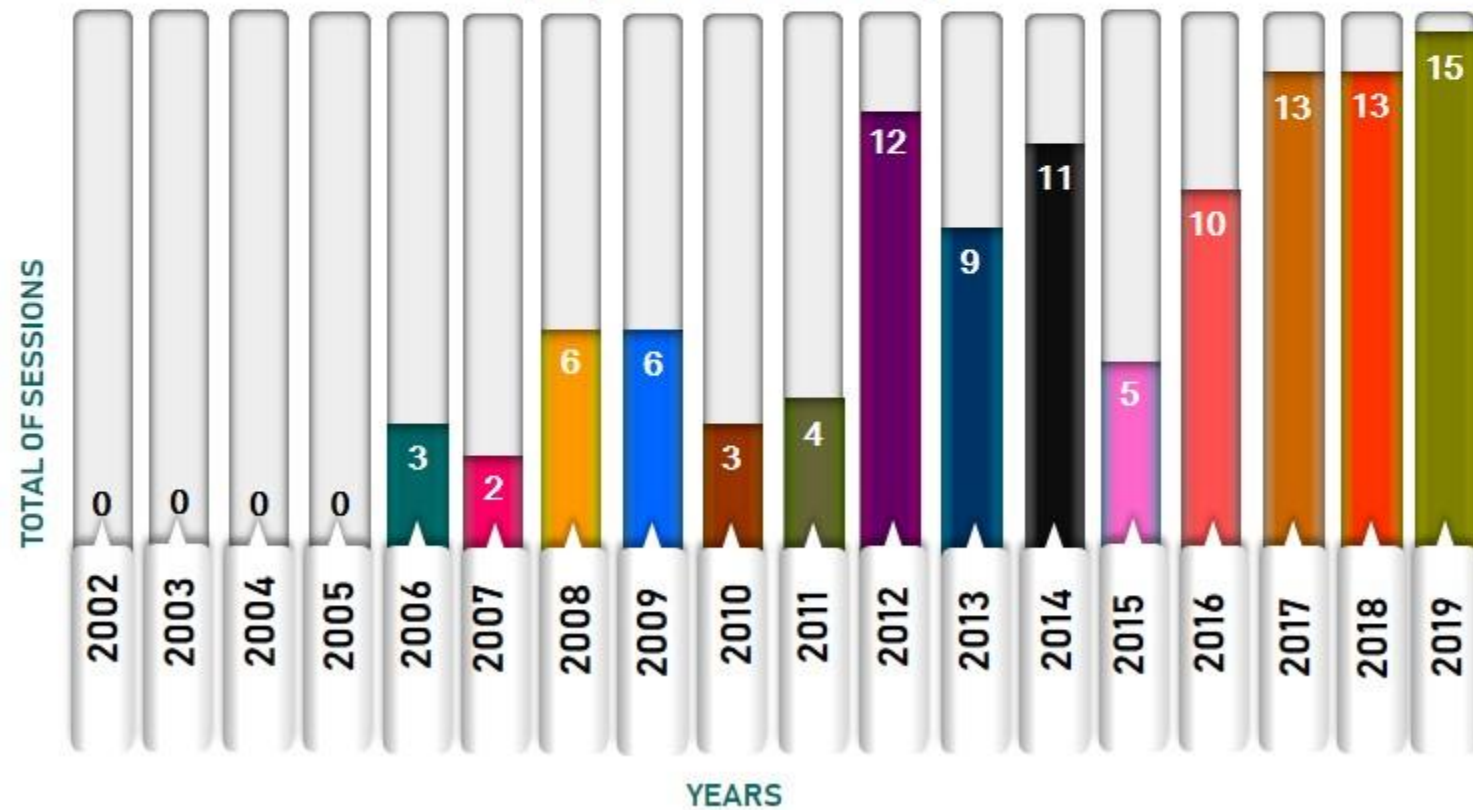
AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RECORDS APPRAISAL

STATISTICS OF RECORDS APPRAISAL FROM 2002-2019
(as per 2nd Quarter)



TOTAL RECORDS APPRAISAL FROM
2002-2019 (as per 2nd Quarter)

112

SESSIONS

17,818

FILES

77

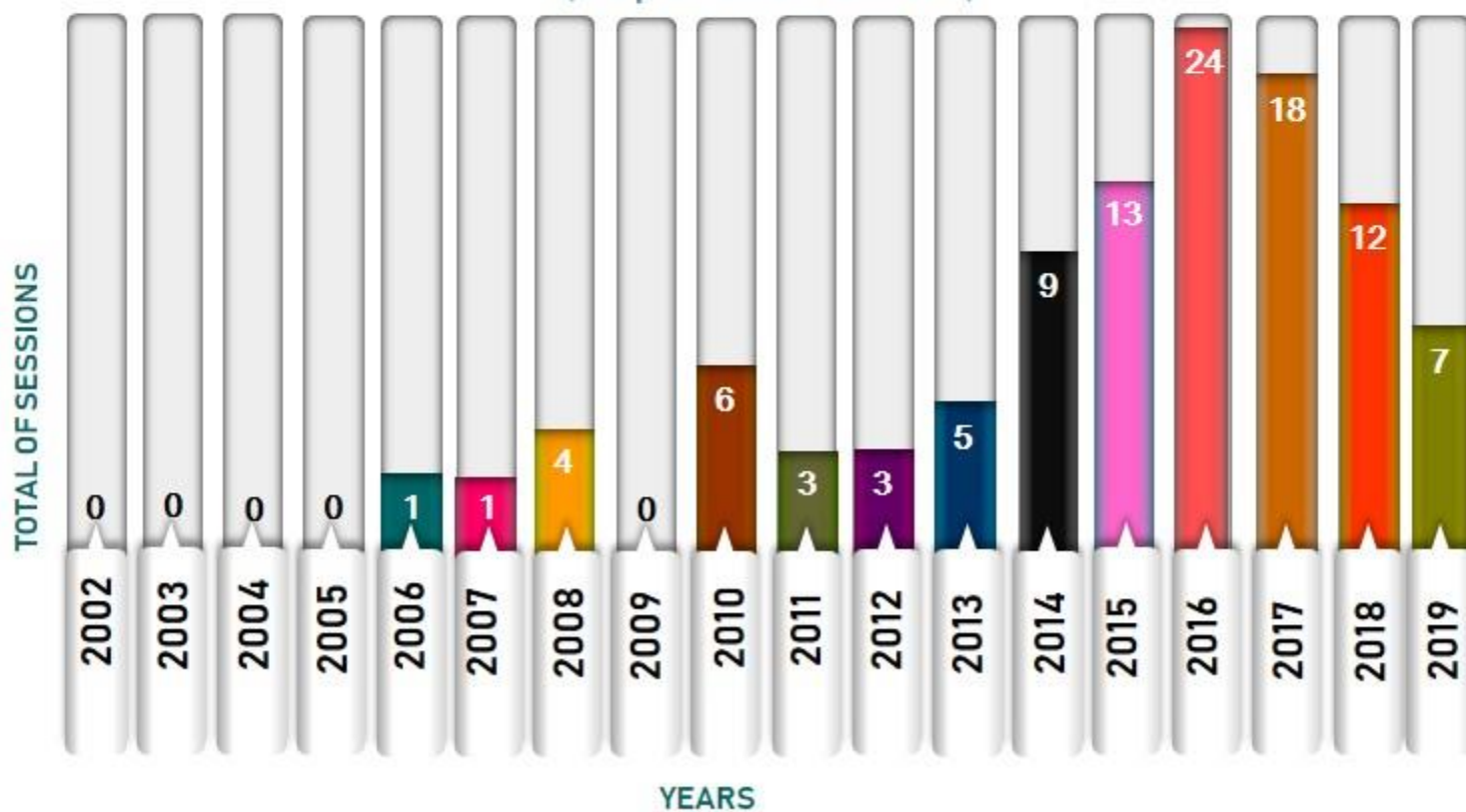
AGENCIES



INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

RECORDS DISPOSAL

STATISTICS OF RECORDS DISPOSAL FROM 2002-2019
(as per 2nd Quarter)



TOTAL RECORDS DISPOSAL SESSIONS
FROM 2002-2019 (as per 2nd Quarter)

106

SESSIONS

FINANCIAL RECORDS
DISPOSED

77,692

FILES

ADMINISTRATIVE RECORDS
DISPOSED

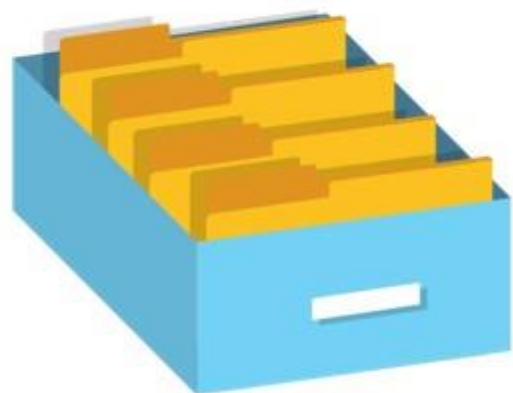
6711

FILES



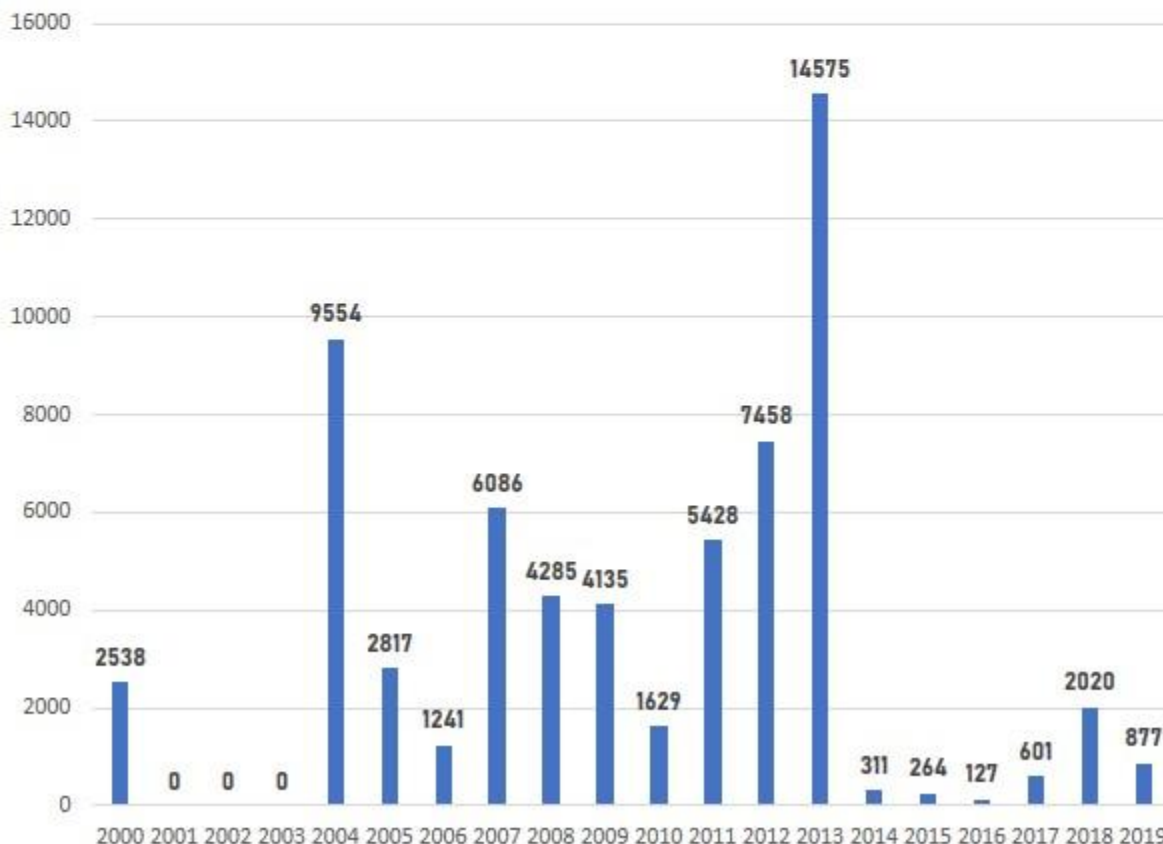
INITIATIVES AND ACTIVITIES BY PUSTAKA NEGERI SARAWAK

TRANSFER OF FILES



TOTAL OF FILES

STATISTICS ON TRANSFER OF FILES FROM AGENCIES
FROM 2000-2019 (as per 2nd Quarter)



TOTAL FILES TRANSFERRED FROM
2000-2019 (as per 2nd Quarter)

63,946

FILES



ACTIVE DEPARTMENTS



ACTIVE DEPARTMENTS



SARAWAK FORESTRY CORPORATION (SFC)



JABATAN KEHAKIMAN SYARIAH SARAWAK



SARAWAK STATE TREASURY DEPARTMENT.



DEWAN BANDARAYA KUCHING UTARA



SARAWAK ECONOMIC DEVELOPMENT CORPORATION (SEDC)



SARAWAK ENERGY BERHAD



RESIDENT OFFICE, SAMARAHAN



FOREST DEPARTMENT SARAWAK



WHAT WE OFFER?



CONSULTATION ON
RECORDS & ARCHIVES MANAGEMENT



DIGITIZATION & MICROFILM
SERVICE



FACILITIES
FOR FILES PROCESSING



PRESERVATION OF
DAMAGED RECORDS



TRAINING ON
RECORDS & ARCHIVES MANAGEMENT



MOBILE SHREDDER
SERVICE ²⁸



RECORDS AND ARCHIVES REFERENCE SERVICE (RECARS)

RECARS is an **online resource** that provides a one-stop centre for **information on popular research topics**, services and events **relating to the Records and Archives' collection** of the whole state of Sarawak. RECARS is currently available at Pustaka Negeri Sarawak in Kuching via :

<https://www.pustaka-sarawak.com/pages.php?do=recars>





OUR COLLECTIONS AVAILABLE **ONLINE!**



SUBJECT RECORDS

- ▶ Australian War Memorial
- ▶ Brooke Records
- ▶ Formation of Malaysia Records
- ▶ Japanese Occupation Records
- ▶ Malaysia Records



ORIGINS/SOURCE:

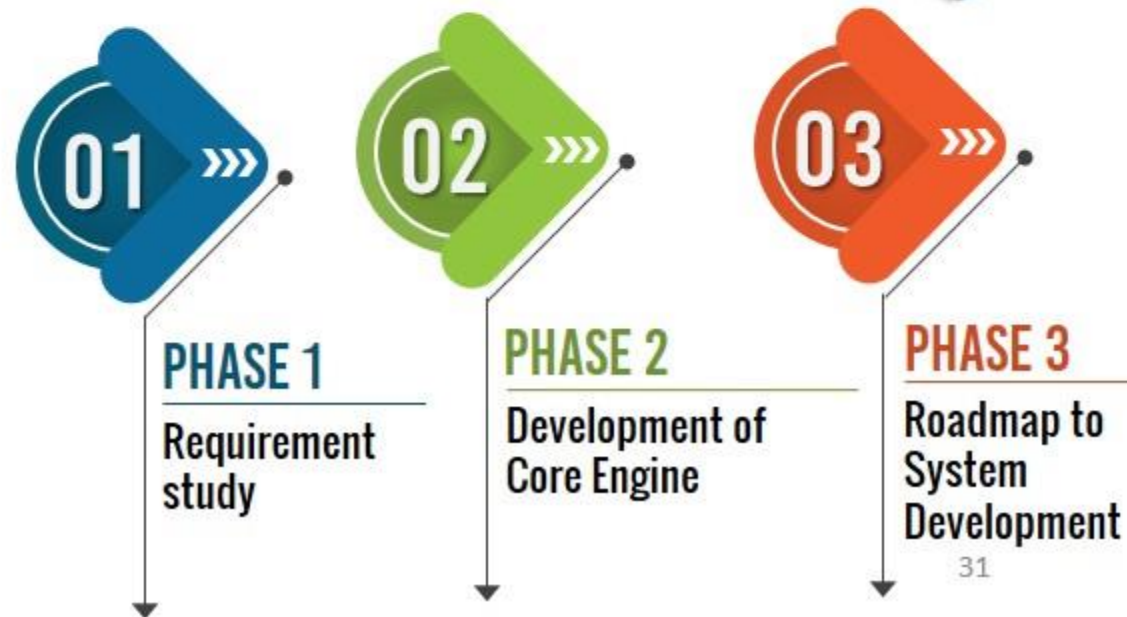
- ▶ National Archives of Australia
- ▶ National Archives of United Kingdom
- ▶ Rhodes House, Oxford, London
- ▶ National Archives of Malaysia
- ▶ Foreign Private Collector



WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?

STATE RECORDS MANAGEMENT SYSTEM (SRMS)

- » The e-government initiatives have improved the efficiency of the Sarawak Civil Service (SCS) by using ICT to enable the provision of online government services, and later allowed interactions with citizens and businesses while enabling innovations.
- » These developments had produced a myriad of computerized systems within the SCS which created a lot of electronic records, both born digital and scanned from printed records.
- » Pustaka, with the mandate given in the Sarawak State Library Ordinance 1999 and also by the decisions of SISCOM meetings in December 2016 and June 2017, is proposing the development and implementation of State Records Management System (SRMS).
- » The collaboration between PUSTAKA, Sarawak Service Modernization Unit, (SSMU), Administration Unit (AU) and State Attorney General Office (SAG) on this project was presented to Digital Government Committee (DGC) in December 2018. Sarawak Information System Sdn Bhd (SAINS) was appointed as a consultant and system developer in June 2019
- » Without a comprehensive SRMS, the SCS may lose their valuable records in electronic forms which represent the corporate memory of the Sarawak State Government with historical, legal, fiscal and/ or national values.





WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?

STATE ARCHIVE BUILDING



- The State Archive Building project was **approved** under the RMK 11
- The main storage area with the size of **10,000 m²** will be equipped with **Automated Storage & Retrieval System** to facilitate rapid retrieval and storage of archive materials and other items.



WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?

THE PURPOSE AND OBJECTIVE OF STATE ARCHIVE BUILDING



- To **collect, organize, conserve and preserve** official Sarawak State Government archives of permanent historical or administrative significance
- To make available **such archives to authorized officers and bona fide researchers**, subject to appropriate security and confidentiality arrangements
- To ensure that such records remain in an accessible form into the future, 'stored on **media that ensure their usability, reliability, authenticity** and **preservation** for as long as they are needed.
- To provide **facilities for the storage, retrieval and eventual disposal** or permanent archiving of semi-current records of Sarawak Government agencies
- Increase **collaboration with local, regional and international organization.**
- **Increase involvement of the community** in saving Sarawak heritage.
- **Extensive access** to records



WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?



● TREASURES DISPLAY

- A themed room in which specially valuable or significant items are placed on display on a changing basis.

● VISITOR CENTRE

- Located in **the midway between Pustaka and the new Archive Building** where individuals and groups will be received and greeted.
- Visitors can **obtain directions and assistance from staff** where they will set off on individual or group exploration of Pustaka & the Archives building, with their attractions, facilities & exhibits, as well as the Pustaka park.



WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?



● THE INSTITUTE

- To engage in **archives, records** and **library research** in order to enhance services, to **host visiting scholars**, to **provide training and attachment possibilities** for higher degree students, and to become **a regional centre of excellence** in its field.
- Contain **lecture and training rooms, demonstration, experimental laboratories** and **faculty offices**.



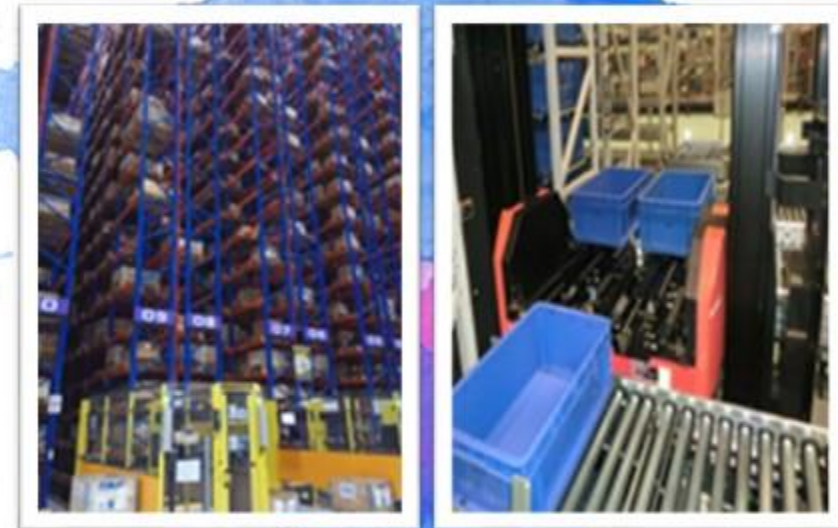
WHAT'S NEXT FOR RECORDS AND ARCHIVES MANAGEMENT?

PUSTAKA'S AUTOMATED STORAGE RETRIEVAL SYSTEM (ASRS)

- Automated Storage and Retrieval System (ASRS) consists of a variety of computer controlled methods for automatically placing and retrieving loads from specific storage locations. ASRS does not only maximise the use of floor space but also reduces labour component in servicing the facility, speeds up delivering times and minimises the chance of misplacing items through human error

PROPOSED AUTOMATED STORAGE RETRIEVAL SYSTEM (ASRS)

- **10,000 square metres**
- **15 metres** high
- **160 metres** long x **63 metres** wide
- **Items stored in ASRS** would be standard sized archive boxes containing public records, newspapers and building plans.



PLAY VIDEO



QUESTION & ANSWER SESSION





THANK YOU

DR. HAJAH RASHIDAH BINTI HAJI BOLHASSAN

(CHIEF EXECUTIVE OFFICER)



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