



UNIVERSITI TEKNOLOGI MARA
Faculty of Information Science

SEMESTER OCT 2025

Foundation of Archives (IMD313)

<u>Assessment for IMD 313</u>	
Individual Assignment	- 10%
Video	- 20%
Group Project	- 30%
Final Exam	- 40%
TOTAL	- <u>100%</u>

Assignment 1 : Infographic Poster

Submission Date : Week 06 (*09/10 - *13/14 November 2025)

Value : 10%

The Task: -

1. You are required to choose any three (3) types of archives as listed below
 - a. Government
 - b. Business
 - c. Private / Individual
 - d. Religious
 - e. Organization
2. Create at least five (5) topics for each of the selected types of archives such as
 - a. Definition
 - b. Examples of archives
 - c. Sources of collection
 - d. Restriction of access
 - e. Building structure
 - f. Target users
 - g. Importance of archives
 - h. Any possible topics
3. Produce an infographic poster about the selected archives.
4. You may use any software or tools such as Piktochart, Canva, Power Point or anything similar in creating your infographic poster.

5. Preparation of work must be based on the guideline given.

Guidelines / Table of content

Cover page

Archives Poster 1

Archives Poster 2

Archives Poster 3

References (3 to 5 reliable sources)

6. Submit your poster in hardcopy & softcopy (PDF format).

Assignment 2 : **Introducing Archives (Video)**

Submission Date : **Week 10 (*14/15 - *19/20 December 2025)**

Value : **20%**

The Task: -

1. In a group of 4 to 5 members.
2. Make a simple video (duration < 7 min) to introduce the National Archives of Malaysia.
3. You may use any mobile video editing as below:
 - a. Quik,
 - b. Adobe Premier Clip,
 - c. InShot,
 - d. KineMaster,
 - e. WeVideo,
 - f. Pic Play Post,
 - g. Video Shop,
 - h. Viva Video,
 - i. Video Show,
 - j. Or any other apps that you familiar with.
4. The video should contain at least the elements below:

No .	Contents
1.	Introduction of NAM (General Information)
2.	Logo, Location, Mission, Vision, & Objectives
3.	Function of NAM
4.	Departments/Unit in NAM
5.	Services offered by NAM
6.	Contact details

Assignment 3	: Archival Document Case Study <i>(Exploring the National Archives: Tracing Heritage, Understanding Functions)</i>
Submission Date	: Week 14 (*18/19 - *23/24 January 2026)
Value	: 30% (20% report, 10% presentation)

Objective: -

To assess students' ability to identify, evaluate, and analyze archival documents of historical value, and to understand their role in contributing to the nation's heritage.

The Task: -

1. Form a group of 4 to 5 members.
2. Visit National Archives of Malaysia or any State Archives.
3. 1 student should choose 3 documents so that the total of documents selected would be 12 to 15 documents.
4. Example of documents: old government letters, colonial reports, significant agreements (e.g., Federation of Malaya Agreement 1948), speeches by national figures, parliamentary records, or reports of historical events.
5. Student can also explore and choose documents through the Online Finding Aids (OFA) of National Archives of Malaysia to find any suitable references on the related topic such as:
 - a. Newspapers
 - b. Magazines
 - c. Photographs
 - d. Films
 - e. Audio
 - f. People's personal letters
 - g. Maps
 - h. Diaries
 - i. Bills etc.
6. Evaluation and preparation of work must be based on the guideline given.

Guidelines / Table of content

Cover page

Title Page

Acknowledgement

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 1.2 Objectives

 1.3 Scope of the Task

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 2.1 Criteria for document selection

 2.2 Document type

 2.3 Source

3.0 Background of the Document

 3.1 Document title, date, and origin

 3.2 Creator/author and issuing body

 3.3 Historical context and background events

4.0 Content & Analysis

- 4.1 Summary of the document's contents
- 4.2 Key terms and language
- 4.3 Value and significance to Malaysian history
- 5.0 Impact & Relevance
 - 5.1 Impact
 - 5.2 Relevancy
- 6.0 References (Minimum 12 to 15 reliable sources)
- Appendices

Formatting Guidelines (Formal Report Style)

Document Setup:

- *Font: Times New Roman, size 12*
- *Spacing: 1.15 spacing*
- *Margins: 1 inch (2.54 cm) on all sides*
- *Alignment: Justified*
- *Page Numbers: Bottom right*
- *Length: Min 25, Max 40 A4 pages for the main content (excluding appendix)*

Steps & Implementation Guide:

1.0 Introduction

1.1 Purpose of the Case Study

(Briefly explain the reason for conducting this case study. For example: To explore the historical significance and content of a selected archival document that played a role in shaping Malaysia's development.)

1.2 Objectives

- To identify and describe the chosen archival document
- To analyze the content and context of the document
- To evaluate its historical value and relevance today

1.3 Scope of the Task

(This case study will focus on analyzing one archival document in terms of its origin, content, impact, and contribution to Malaysian history.)

2.0 Selection of Archival Document

2.1 Criteria for Document Selection

(Explain why the document was chosen – authenticity, relevance to Malaysian history, accessibility, uniqueness, etc.)

2.2 Document Type

(Indicate whether it is a government record, speech, agreement, letter, report, etc.)

2.3 Source

(Provide the name of the archive or institution and collection it belongs to, e.g., National Archives of Malaysia – Federation Agreements Collection.)

3.0 Background of the Document

3.1 Title / Document title, date, and origin

(State the full official title of the document.)

3.2 Creator/author and issuing body / Issued By

(Identify the creator or issuing body of the document.)

3.3 Historical Context

(Describe the events or conditions at the time the document was created. What was happening politically, socially, or economically?)

4.0 Content & Analysis

4.1 Summary of Content

(Summarise the main points, decisions, or topics covered in the document.)

4.2 Key Terms & Language

(Highlight important or specific language used. Are there technical, legal, or symbolic terms?)

4.3 Value & Significance

(Explain how this document helps us understand Malaysian history better. What can be learned from it?)

5.0 Impact & Relevance

5.1 Impact

(Describe the immediate or long-term effects the document had on governance, society, or national development.)

5.2 Relevance Today

(Discuss how this document still matters today. Does it influence current policies, education, or national identity?)

6.0 Conclusion

(Summarize findings and reflect on what was learned.)

7.0 References

- Use APA 7th style
- List all sources (including archival and secondary materials)

Appendices (if applicable)

- Images of documents
- Excerpts / transcripts
- Group work log or reflection (if any)
- Pictures of visit (if any)

Archival Document Case Study

Exploring the National Archives: Tracing Heritage, Understanding Functions

Student Name: Student ID

Examples 1:

Document Title: “Perjanjian Persekutuan 1948” (Federation of Malaya Agreement 1948)

1.0 Introduction

1.1 Purpose of the Case Study

This case study aims to explore and analyze the Perjanjian Persekutuan 1948, a pivotal document in Malaysian history, to understand its role in shaping the political structure of the nation.

1.2 Objectives

- To identify the origins and content of the agreement
- To analyse its historical context and national significance
- To reflect on its impact and relevance in today's governance

1.3 Scope of the Task

The analysis will focus on the background, key contents, historical importance, and modern implications of the document, supported by archival references.

2.0 Selection of Archival Document

2.1 Criteria for document selection

The Federation of Malaya Agreement 1948 was chosen from the National Archives of Malaysia due to its foundational role in the establishment of the Federation of Malaya.

2.2 Document Type: Official agreement

2.3 Source: Arkib Negara Malaysia – Perjanjian-Perjanjian Bersejarah

3.0 Background of the Document

3.1 Title: Federation of Malaya Agreement 1948; Date Signed: 21 January 1948

3.2 Issued By: British Colonial Government and the Malay Rulers

3.3 Historical Context:

The agreement was created following strong opposition to the Malayan Union (1946). It marked a compromise between the British and Malay rulers, restoring the sovereignty of the Malay states under a new federal structure.

4.0 Content & Analysis

4.1 Summary of Content:

The agreement established the Federation of Malaya, consisting of 11 states, and redefined the structure of governance, introducing a Federal Executive Council and Legislative Council. It restored the powers of the Malay rulers and imposed stricter citizenship rules.

4.2 Key Terms & Language:

Terms such as “Ruler”, “Federal Government”, “High Commissioner”, and “citizenship” are frequently used, indicating the redistribution of power and emphasis on sovereignty.

4.3 Value & Significance:

The document marked the beginning of a transition towards self-governance and eventual independence. It reflects the political maturity of local leaders and the assertion of Malay identity.

5.0 Impact & Relevance

5.1 Impact in 1948:

- Reinstated traditional authority through the Council of Rulers
- Centralised governance through federal administration
- Reassured the Malay community about their political rights and position

5.2 Relevance Today:

- Provided the constitutional basis later used in the 1957 independence framework
- Concepts like federalism, Malay sovereignty, and citizenship laws still shape Malaysia's political landscape
- Remains a key reference in legal and historical scholarship

6.0 Conclusion

Through this case study, researchers have gained a deeper understanding of the historical significance of the “Perjanjian Persekutuan 1948” as a foundational document in Malaysia's journey towards independence. The analysis of its content, language, and context revealed how the agreement reshaped the political structure of the Malay states, redefined citizenship policies, and re-established the sovereignty of the Malay Rulers.

This task has also enhanced our appreciation of archival materials as primary sources that preserve national memory. By engaging directly with an authentic document, researchers learned how to extract historical meaning, assess impact, and connect past events to present-day relevance. Most importantly, the case study fostered our research, analytical, and teamwork skills — all of which are crucial for academic and professional growth in the field of history and heritage studies.

In conclusion, archival documents are not merely historical artefacts, but powerful tools for learning, reflection, and understanding the roots of our nation's identity.

7.0 References

Follow APA style 7th edition e.g.:

Arkib Negara Malaysia. (1948). Perjanjian Persekutuan 1948 [Koleksi perjanjian]. Arkib Negara Malaysia.

Andaya, B. W., & Andaya, L. Y. (2001). A history of Malaysia (2nd ed.). Palgrave.

Appendices (Supporting Materials)

- Attached image: Scan of the cover page of the agreement (from Arkib Negara Malaysia or any State Archives etc.)
- Find any possible pictures through OFA or any sources related to the archives document selected.

Archival Document Case Study

Exploring the National Archives: Tracing Heritage, Understanding Functions

Student Name: Student ID

Example 2:

Document Title: Pengisytiharaan Kemerdekaan Malaysia, 31 Ogos 1957

1.0 Introduction

1.1 Purpose of the Case Study

To examine the Declaration of Independence document, which marked Malaya's official independence from British colonial rule, and analyse its content, context, and national significance.

1.2 Objectives

- To identify the key messages in the Pengisytiharaan Kemerdekaan
- To understand the document's historical background
- To evaluate its impact and relevance to modern Malaysia

1.3 Scope of the Task

Focus is placed on the text of the declaration, the political environment in 1957, and its long-term influence on Malaysian identity and governance.

2.0 Selection of Archival Document

2.1 Criteria for Document Selection

Chosen due to its monumental role in the formation of an independent nation and its availability through official national records.

2.2 Document Type

Formal public declaration (speech + printed version)

2.3 Source

Arkib Negara Malaysia – Koleksi Merdeka

3.0 Background of the Document

3.1 Title

Pengisytiharaan Kemerdekaan Persekutuan Tanah Melayu (Declaration of Independence of the Federation of Malaya)

3.2 Issued By

Tunku Abdul Rahman Putra Al-Haj, the first Prime Minister of Malaya

3.3 Historical Context

On 31 August 1957, at Stadium Merdeka, Kuala Lumpur, Tunku Abdul Rahman publicly declared independence after successful negotiations with the British. The event symbolised the end of colonial rule and the beginning of self-governance.

4.0 Content & Analysis

4.1 Summary of Content

The declaration proclaims the sovereignty of the Federation of Malaya and announces that the nation will be governed by its own people with a new constitution and legal system.

4.2 Key Terms & Language

Words like "merdeka", "berdaulat", "Persekutuan", and "raja-raja Melayu" were used to emphasise freedom, unity, and Malay identity.

4.3 Value & Significance

This document is a cornerstone of national identity, symbolising unity across ethnic lines, and it serves as a historical marker of Malaysia's birth as a nation.

5.0 Impact & Relevance

5.1 Impact

- Marked the end of British colonial rule in Malaya
- Unified various ethnic groups under one independent government
- Boosted national pride and political maturity

5.2 Relevance Today

- Continues to be celebrated annually as Hari Kebangsaan
- Key phrases from the declaration are cited in civic education and political discourse
- Inspires national unity and remembrance of shared struggle

6.0 Conclusion

This case study on the "Pengisytiharaan Kemerdekaan Malaysia" has highlighted the historical weight and symbolic power of the declaration made on 31 August 1957. The document not only marked the formal end of British colonial rule but also represented the birth of a sovereign, independent nation built on unity, consensus, and national identity.

Through our analysis, researchers explored the language and structure of the declaration, the political context that led to its creation, and its immediate and long-term impact on the people and governance of Malaysia. It reminded us of the strategic negotiations, leadership, and collective will that shaped our nation's independence.

The task deepened our understanding of how archival documents serve as windows into the past. Researchers learned to examine historical texts critically, appreciate their context, and evaluate their relevance to present-day Malaysia. This process also strengthened our research skills and teamwork in handling primary sources responsibly.

7.0 References

Follow APA style 7th edition e.g.:

Arkib Negara Malaysia. (1948). Perjanjian Persekutuan 1948 [Koleksi perjanjian]. Arkib Negara Malaysia.

Andaya, B. W., & Andaya, L. Y. (2001). A history of Malaysia (2nd ed.). Palgrave.

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