



MARA University of Technology

Faculty of Information Management Uitm Shah Alam

Diploma in Information Management

IMD313 :FOUNDATION OF ARCHIVES

ARCHIVES

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What is NAM?

An archives is a place where people can go to gather firsthand facts, data, and evidence from letters, reports, notes, memos, photographs, and other primary sources. Archives usually refer to a collection of public, private and historical records that are preserved because of their historical, cultural or legal significance. It also stands for the exclusive place where all these records are kept. Archives consist of records that are gathered over the course of a person, community or organization's lifetime. For example, the archives of a person may include letters, photographs, films, financial records, newspaper clippings, diaries or any documentary materials created or collected by the individual or family.

National Archives of Malaysia function

- to acquire, accumulate and preserve public records of the nation that have a national and historical value
- to provide for reference and research by government agencies and members of the public, as well as carry out research into history of nation
- to provide advisory services to government departments on the orderly and systematic management of public records
- to disseminate information on the archives to the larger public
- to modernize the management and administration of the archives through

computerization programs.

National Archives of Malaysia activities

The National Archives provides the following research facilities: research hall with a seating capacity for 120 persons, library, map-reading room, microfilm-viewing room, audio-visual room, copying services and transliteration services. In addition, the Archives set up exhibitions and memorials.

- Record Management
- Archives Administration
- Outreach/ Advocacy Programmes

Source

The National Archives serves as a repository and is responsible for maintaining official records, personal records as well as commemorative and library materials. The collection of archival material consists of files, publications, newspapers or magazines, letters of agreement, audio visual materials, government archives, personal letters, personal records and archives, microfilms, photographs, maps, plans and charts.

Types of records keep

The guidelines cover such matters as the following;

- Evaluation and Separation of electronic Records
- Transfer of electronic records to the National Archives for permanent storage
- Maintenance and Future Reference
- Management Guidelines and Mel Care Electronic Public Sector

Responsibilities

The roles and responsibilities of all parties should be established at the outset of the inquiry. To facilitate this process we recommend that before the inquiry hearings start, inquiry staff meet with The National Archives, and, if applicable, representatives of the sponsoring department. This will help the inquiry put in place effective information management processes and ensure that all parties are clear on how the record will be delivered after the inquiry's conclusion.

Summary of the roles and responsibilities:

- has a statutory responsibility to advise on best practice and standards in the management of public records
- liaises with and provides guidance to inquiry staff
- agrees the selection of the inquiry record for permanent preservation
- provides advice and guidance on the preparation and cataloguing of records selected for transfer archives the inquiry website

What if the National Archives of Malaysia does not exist

If the National Archives of Malaysia does not exist, it is difficult for someone who needs reference material and wants to get evidence, it will not get the desired answer. This is because the National Archives of Malaysia is a place where it collects various historical materials from the country. With the National Archives of Malaysia, it can help all parties to find and use

facilities available in the National Archives of Malaysia in the best way. So it is easy for someone to find information to do a study or research. With the existence of the National Archives of Malaysia, many help certain parties to obtain relevant information so as to be able to provide evidence to the court. The National Archives of Malaysia is a place where it collects various historical materials from the country. With the National Archives of Malaysia, it can help all parties to find and use facilities available in the National Archives of Malaysia in the best way. So it is easy for someone to find information to do a study or research. With the existence of the National Archives of Malaysia, many help certain parties to obtain relevant information so as to be able to provide evidence to the court. The National Archives of Malaysia is a place where it collects various historical materials from the country. With the National Archives of Malaysia, it can help all parties to find and use



Background of NAM

The National Archives of Malaysia (Arkib Negara Malaysia)

The National Archives of Malaysia (ANM), established in 1957, and as an agency that serves as a repository of data, information and government records, is responsible for the collection, preservation and preparation of public records in various types and forms as references for researchers as well as the public. In line with the development and surroundings of current technological advancements as well as the Government Transformation Policy, ANM is hereby determined to foster widespread awareness among the people in all aspects thus generating the formation of excellent human capital through the dissemination of information regardless of boundaries of time and place.

Divisions within ANM:

- Planning and Coordination Division
- Government Records Management Division
- Archives Management Division
- Development Division

- Research & Documentation Management Divisi
- Statesman Archives Division

VISION

To create a generation with love for history and the nation

MISSION

To hold in custody and preserve archival materials pertaining to the nation's history and to disseminate information regarding their importance to the public

The objectives of National Archives of Malaysia are:

- Acquisition, storage and preservation of records possessing national and historical values from Government Agencies and private institutions, as well as members of the public.
- Provision of advisory services to government agencies on the proper care and maintenance of public records in their respective agencies.
- Provision of reference and research facilities to government and private institutions as well as members of the public.
- Designing and implementing such extension or outreach services as serve to implant a deeply rooted sense of national pride and solidarity among members of the public in general and the younger generation in particular

Branches

Branch function

- To provide advisory service in relation to a systematic, efficient and economical record management for the state/federal public office in the entire state of Kedah/Perlis
- To trace, acquire and keep all types of records and documents which has national and historical value for permanent storage in the National Archives of Malaysia, Kedah/Perlis Branch in which it serves as a custodian to the archives records from state/federal public office in the entire state of Kedah/Perlis .
- To process records that has been transferred by state/federal public office in the entire state of Kedah/Perlis for permanent storage in the National Archives of Malaysia, Kedah/Perlis Branch .
- To carry out records conservation activities under the care of National Archives of Malaysia, Kedah/Perlis Branch as well as to monitor collection materials are in good and perfect condition.
- To carry out expansion and educational archives activities in the effort to disseminate national heritage treasury collections under storage and custodian of the National Archives of Malaysia, Kedah/Perlis Branch.

Departments/Unit

The inquiry chairperson

- ensures that the record of the inquiry is comprehensive and well ordered
- establishes a secretariat that has responsibility for the operational management of the inquiry record
- transfers custody of the inquiry record to a government department or The National Archives at the conclusion of the inquiry

The secretary of the public inquiry

- agrees policies and processes for information management
- ensures that inquiry staff are fully aware of the need to safeguard and maintain adequate records of the inquiry work
- arranges for the identification and archiving of records with long term historical value

The sponsoring department

- advises on the operation of records management procedures in the department and inquiry
- agrees which records will be transferred to The National Archives or government department
- oversees the transfer of records selected for permanent preservation to The National Archives
- supervises the timely destruction of records that are no longer required

STAFFING

Strength

1957	9
Till end February	560
Senior management	9
Middle management	96
Support staff	455

Opening hours

Monday and Friday 9.00-16.00 hrs,

Tuesday to Thursday 9.00-18.00 hrs,

Saturday 9.00-12.30 hrs;

Registration hours 8.00-12.45, 14.00-16.00 hrs

Record Management

Records stored in the National Archives

The National Archives was established to collect, preserve, and provide reference services on records. The collection of records stored in the National Archives dates back to the year 1600. The collection of archival materials consists of Files, Publications, Newspapers/Magazines, Letters of Agreement, Audiovisual materials, Royal Archives, Private Letters, Private Records and Archives, Microfilms, Photographs, Maps, Plans, and

Purpose

This document aims to provide vague guidelines for the storage and preservation of electronic records or data in the public sector. It is intended to provide clarification on matters

relating to the evaluation, separation, storage, transfer, maintenance and safety records or electronic data in government departments. These guidelines are addressed to the Official Records of the Department, the Heads of Information Technology, Information Systems Officer and other officers performing the duties of records management and electronic data in their respective department.

Ø Just as in the form of paper records, electronic records are produced or information created, received or stored by electronic facility officials. Thus, the electronic records are also subject to the interpretation of the Public Records in the National Archives Act 2003. Electronic records include correspondence, official documents produced by the use of Microsoft Office such as word processing, spreadsheet, graphics, presentations, e-mails and information in the form of data from the database.

Ø Record or electronic data that is still active in the action still needs to be taken on it, can be stored in the Department to act on it is completed and when the department does not need it anymore, the Department must send the records or data that are inactive and archival value (archival values) to the National Archives countries in the format and procedures established by the National Archives.

Ø National Archives should be consulted first before any destruction of any records or electronic data.

What are Statesman Archives

List of memorials

- The Tunku Abdul Rahman Putra Memorial
- The Tun Abdul Razak Memorial
- The Tun Hussein Onn Memorial
- Galeria Sri Perdana
- The Tun Abdul Ghafar Baba Memorial
- The Proclamation of Independence Memorial
- The P.Ramlee Memorial Library
- Independence House
- Mahathir Mohamad's Birthplace
- P.Ramlee's Birthplace

Establishment of ministerial archives and memorial archives

- The Director General may, after consultation with the Minister, establish ministerial archives and memorial archives.
- The ministerial archives and memorial archives established under subsection (1) shall be maintained and operated by the National Archives as prescribed.

Materials to be deposited in ministerial archives and memorial archives

For the purpose of this section, there shall be deposited -

- in ministerial archives, all relevant ministerial records and any other materials or objects as may be provided by this Act or any other written law; or
- in memorial archives, all relevant memorial archives and any other materials or objects as may be provided by this Act or any other written law

Award

- 1 Dec. 1957 - Established (Public Records Office)
- 1963 - Renamed National Archives of Malaysia
- 1966 - The National Archives Act No.44/1966 9 State Branches
- 1987 - National Archives under the Ministry of Culture, Arts and Tourism 4 Memorials, 2 Birth Places, 2 Memorial Library, 1 Gallery
- 2003 - National Archives Act 2003
- 2008 - National Archives under the Ministry of Unity, Culture, Arts and Heritage
- 2009 - National Archives under the Ministry of Information, Communication and Culture

Recognition

UNESCO Jikji Memory of The World Prize 2009

UNESCO Jikji Memory of the World Prize is to commemorate the inscription of the Buljo jikji simche yojeol, the oldest existing book of movable metal print in the world, on the Memory of the World Register and to reward efforts contributing to the preservation and accessibility of documentary heritage as a common heritage of humanity.

In recognition of:

- Outreach, educational and training programmer in the area of preservation within the Asian region,
- Active participation in international activities supporting preservation,
- Performing as a key institution in matters relating to preservation and access establishing itself as a national resource center for the rescue of documents damaged by flood and fire in Malaysia



Disaster Management

Attention and priority should be given to the safety of important national records for the sake of the government, the people or the individual. Recognizing such importance, the National Archive of Malaysia introduced the Important National Records and Disaster Recovery program. This section has a role to assist Ministries/ departments and public agencies in ensuring national important records are protected especially during and after a disaster. For that purpose the National Archive will assist in the following matters; .Identify important records located in Ministries/ departments and public agencies .Keep and preserve safe copies of important records .Assist Ministries/ departments and public agencies in preparing Disaster Action Plan and .Assist Ministries/ departments and public agencies secure and manage records in the event of a disaster. For further information, please contact the Important Records and Disaster Recovery Section at the Headquarters or any National Archive of

Malaysia branches nearest to your department.

Logo & Definition



The National Archives of Malaysia logo was designed by Encik Sumali b Amat. The logo competition ran from 1 February 1979 right up to 10 April 1979. The logo emulated the dome-shaped (Moorish) from Sultan Abdul Samad Building (the dome plus the large clock) which symbolises the image of Malaysia.

Emblem	Explanation
The papers amount to 13 sheets	Emblems for national documents and records.
Listing of 13 sheets of paper	Representing the 13 states that make up the country of Malaysia which also means that the country's documents and records are very rich in historical elements that can be proud of.
Paper forms petal flowers 13	Flowers become a symbol that national documents and records have cultural elements and values.
Corned star 13	Representing the stars in the Malaysian flag, symbolizing the unity of Malaysians.

	The corners also resemble the shape of the seal used in official Government documents.
The words 'NATIONAL ARCHIVES OF MALAYSIA'	Symbolized as the authority of the National Archives of Malaysia itself which stores and preserves Government/National documents and records.
Yellow circles	Emblem to the officers and staff of the National Archives of Malaysia, the main driving force in the implementation of Government plans.
The chain is like a dark brown bracelet (located between a circle of yellow circles and a cluster of papers)	Network of Government agencies
Outer small circle (dark brown)	Legal provisions that protect the responsibility of the National Archives of Malaysia in keeping national documents and records with security so that these materials do not disappear with time.
Yellow colour	Symbolizes culture and history.
Dark Brown Color	Matched from the color of the ground, something original, corresponding to the documents and records of the country that had the original source.
Black color	A sign of firmness in carrying out the policies outlined by the Government through the core law of the National Archives of Malaysia so that the preservation of national documents and records is not neglected arbitrarily.

Act

An Act to provide for the creation, acquisition, custody, preservation, use and management of public archives and public records; and for other matters connected therewith.

- This Act may be cited as the National Archives Act 2003.
- This Act shall apply -

i). throughout Peninsular Malaysia and the Federal Territories of Kuala Lumpur, Labuan and Putrajaya

ii). throughout the States of Sabah and Sarawak but only in respect of public records of the Government which come into existence on or after Malaysia Day.

- This Act shall come into operation on a date to be appointed by the Minister by

notification in the Gazette.

- Except as otherwise expressly provided by this Act, the provisions of this Act do not affect any provision relating to records made by or under any other written law.

Development of Audio-Visual Documentation Center

Background

Audiovisual archives is as part of treasure of national heritage that kept as National Archives collection which may be referred by the researcher and publics. It also act as historical sources and national cultural which symbolizes national art achievement creativity and reflection roles and audiovisual media development in Malaysia (Dasar Koleksi Bahan Audiovisual Negara, Arkib Negara Malaysia, 2010). National Archive of Malaysia through Pusat Pendokumentasian dan Pemeliharaan Audiovisual Negara (PPAV) was formerly establish in years 2008 with approval from Malaysia government on 14th July 1999. PPAV currently been supervised under the Section of audiovisual archives which consists of 18 officer and support staffs. This section was divided into four sub-units consist of Units of Films, Unit of Audio, video and multimedia, Unit of Photograph and Unit of Support Services. The main function of this section is to enhance the ability of tracking, retrieval and documentation audiovisual archives that been received by any sources such

government agencies, private, NGO's, individual and others either local or international

Purpose

National Archives of Malaysia (NAM) acted as agency catalyst in maintaining and conserving all audiovisuals material form as treasure of national heritage. As a result of audiovisual archives management that systematic and orderly, it directly can expand interest of society knowledge and encourage various researches in using audiovisual material with as reference sources that more high impact which cannot obtained from the others source. The purpose is to identify the importance of the National Archives of Malaysia through the "National Audiovisual Documentation and Preservation Center" (PPPAV) as the main catalyst to provide audiovisual resources with national heritage value. Currently, PPAV manages a total of 20,000 hours of audio and video and 107,782 photographs received from government agencies and individuals. This audiovisual archive consists of film material (S8mm, 8mm, 16mm, 35mm, 65mm, and strip), audio material (recordings, cassettes, CDs and open-air cassettes), video and multimedia (VHS / S-VHS, u-matic, VCD / DVD, Mini DV) and photos (physical, digital photos, postcards, slides, glass slides and negatives).

Services

- Consultation
- Acquisition
- Disposal
- Repository and preservation
- Reference and research

Audiovisual criteria

- Collection produced related to Malaysia whether done domestically or board
- Collection produced on Malaysia by any Malaysia citizen and non citizen either domestically aboard
- Collection produced any department by any department of the Federal Government, state
- Government, Federal and State Statutory Bodies and any government related (GLC) agencies as well as private and private

Audiovisual Collections

- Audio, video and multimedia format
- Video tapes (U-matic, VHS, S-VHS, Beta)
- Compact Disk (CD, VCD, DVD)
- Vinyl (phonodisc/ Phonograph)
- Recording Tape/ cassette (1/4 inch) + Mini DV+ Open Reel
- Films, format

i). 8mm

ii). 16mm

iii). 35mm

iv). 65mm

- Photos in the format

i). Physical,

ii). Digital

iii). Postcard

iv). Slide

v). Glass slide

vi). Negative

Activities of NAM

List of activity and Purposes

1. The Malaysia Technical Cooperation Program 2014 organized the Archives with the Community Travel Program in conjunction with the National Archives' 55th anniversary celebration. This program is one of the programs implemented to further enliven the Archives Day celebration this year.

2. On 29 June 2013, the 1Malaysia Memorial Travel Program was held at Galeria Sri Perdana. This program is a joint initiative 1Malaysia. The program was officiated by YBr. En. Azemi Abdul Aziz, Deputy Documentation Section.
3. Agency at the Sabah State level has held a Program to Remember Sabah State Level Statesmen. The program focuses on history as well as challenges. The inauguration of the program was officiated by His Excellency Tun Datuk Seri Panglima.
4. Aktiviti-kelab-puspanita-old -agency at the Sabah State level has held a Program to Remember the State of the State of Sabah This program focuses on history and challenges. The inauguration of the program was completed by His Excellency Tun Datuk Seri Panglima. Consultancy & Training Section
5. 1Malaysia Memorial Travel Program with Central College of Technology and Management. Rahman Putra and Tun Hussien Onn Memorial. This program is a joint venture program between the Department of the National Archives of Malaysia dan program pemulihan bencana.
6. On 1 November 2012, the 1Malaysia Bersama Memorial Travel Program was held. The main purpose of this program is to. Statesmen, especially Tun Abdul Razak.

Online Access

Name and function of the system

The online access used in the archive is Online Finding Aids (OFA). Online Finding aids are tools that help a user find information in a specific record group, collection, or series of archival materials. Examples of finding aids include published and unpublished inventories, container and folder lists, card catalogs, calendars, indexes, registers, and institutional guides.

The development of the Online Finding Aids (OFA) Application initially began with the Panducari Online Project Proposal Paper prepared by the Guidance Section on 14 January 2005, followed by the Panducari Online Committee in 2008 led by Dr. Hj Samsiah Muhamad and is now realized through one of the scopes of the MyCreative Content Project (MyCC).

Digital audio visual archive material stored in the high -tech Data Center will be directly accessible through the OFA application. The use of OFA allows access to archival material now available to be accessed by all walks of life without limits of time, place and time.

Domestic and foreign users can continue to use OFA while browsing the ANM Portal at any time. In contrast to the use of COMPASS and COMPASSWeb, the OFA application uses the same interface and search settings to facilitate researchers.

Not only providing access to archival materials, ANM is now able to provide early booking services for materials through OFA. Researchers are given the facility to make reservations as early as 3 days before coming to do research. This can speed up the research process and indirectly reduce the waiting period for materials. For researchers who do not have the opportunity to visit ANM or researchers in cyberspace, ANM provides visiting services not only provide access to not only metadata information but also digital images can be seen. , booked and subsequently purchased.

Online Finding Aids (OFA) is a database for the collection of archival materials. This online search method is translated via the archive sort method:

- Categories
- Sub Category
- Source
- Subject
- Record Type
- Archived Materials.

The search methods available on the OFA system are divided into:

- Keyword Search
- Archive Search
- Search
- Subject

Searches can be made using:

- Short words
- Name search
- Receipt number search
- Source search
- Search by material type



Conclusion

National Archives of Malaysia as the custodian of the national heritage is prepared to assume the lead to establish the governance and long term preservation. National Archives of Malaysia can help various parties to maintain and store various materials that can be used as reference by various parties. Apart from being used as a reference source, the National Archives of Malaysia also has various other important tasks to take care of the material received as well as possible. As we are in the early stage of the electronic records programme, we foresee problems may arrive from records created in the legacy system which do not conform to the NAM system specifications. There will be more problems and issues when the transfer of electronic records actually takes place. As the risk of losing information is higher in the EG system and the challenge is even greater compared to the paper environment, therefore change and risk management must be in place to ensure information available overtime. NAM needs to develop partnerships and to share recordkeeping responsibilities with the creating agencies. With the policy used, it also helps the National Archives of Malaysia to keep the material from being damaged. This is because there are materials that used to be easily damaged and if the material is damaged, there is no replacement. If this

happens, it is possible that the material can no longer be used as evidence. Therefore, it is the duty of the National Archives of Malaysia to safeguard and preserve the material.

The National Archives of Malaysia preserves relevant materials to the history of the country it can help the government use the material in the future. All the material can prove everything about the history of the country and has solid evidence. Therefore, the National Archives of Malaysia has a major role in preserving material related to the history of the country or a person. The material will be used in the future for various purposes and beyond for future generations

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