



**FACULTY OF INFORMATION MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
REMBAU CAMPUS**

Diploma in Information Management
(IM110)

FOUNDATION OF ARCHIVES (IMD313)

GROUP ASSIGNMENT:

REPORT OF NATIONAL ARCHIVES OF MALAYSIA

Prepared by:

ANUR AHZA BINTI BAHAROM (2018296554)

NUR AMIRAH BINTI JUNID (2018253194)

NURLYNN BATRISYIA BINTI ABD RAZAK (2018827184)

NURUL IZZAH AKMAL BINTI AZMI (2018420088)

SITI NURNABILA FARINA BINTI SAHARUL (2018220796)

N5IM1105C

Prepared for:

MADAM AMIRAH HAJI ABU HASSAN

JAN 2021

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NEGERI SEMBILAN

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ACKNOWLEDGEMENT

Assalamualaikum w.b.t....

First of all, we would like to thank Allah S.W.T and Prophet Muhammad S.A.W. because of HIS blessing, it is possible for us to finish this group assignment. We had finally managed to finish this assignment with great energy and determination. Most of the time has been spent to search the right information and consult to our lecturer to drive the output that are worth the effort and time.

Therefore, we would like to acknowledge a lot of thanks to Madam Amirah for her guide in making this assignment. She had guided us on how to find the right information based on the topic of the assignment also to complete this assignment. Every week when online class begin since the Restricted Movement Order (RMO), she will always reminds and gives the guideline on how to get a correct information for this assignment. We would like to thanks to our group mates too who gave a very good supports and a good team work to get the correct information for this assignment. Lastly we also want to thanks to our parents who always understand our condition since we have to study online.

We hope our assignment is complete and will be satisfied the results. We had used all of our effort and acknowledgement to search information and ideas for this assignment. Hoped our effort was worth it.

Thank you.

1.0 WHAT IS NATIONAL ARCHIVES OF MALAYSIA (NAM)?



Figure 1: National Archives of Malaysia (NAM) Logo

i. Function and Activities

The National Archives Malaysia (NAM), which was established, is an institution that serves as a repository for government data, information, and records, and is used by researchers and the public. It also creates government departments responsible for managing public records in an organized and effective manner. Other than that, it is to identify, collect, store, and maintain records of information that have a national heritage and history as national treasures. Besides, NAM disseminates knowledge and information of historical significance to the public. NAM plays a crucial role in maintaining the nation's records. The archival activities are acquisition, transfer, preservation, access, and copying of records or archives. The National Archive offers the following research facilities: a research room with a capacity for 120 persons, a library, a card reading room, a microfilm room, an audiovisual room, a copy of the services, and transliteration services. Besides, the archives organize exhibitions and monuments.

The acquisition is the act of contracting or assuming or acquiring possession of something. Archives are acquired through donations, transfers, loans, and purchases. Transferred from the original institution of archives, such as government or corporation, regularly or periodically, for records. For access, it is the process of transferring archived documents from their initial identity to the final location in the archive repository. Preservation is a term for passive protection of the archival material, in which there is no physical or chemical treatment of the substance.

ii. Source

There are two types of sources: primary and secondary. The primary source provides direct or direct evidence of an event, object, or work of art. It contains historical and legal documents, statistical data, and interviews. Primary sources have the advantage that the information is unbiased as it will be acquired from many people. Besides, it has the authenticity of the information if it is associated with the originator of the source. It is also free from the interpretation and the idea is original. Primary sources address their topic directly and often provide information that is not available elsewhere.

Secondary sources are those developed later by someone who has not felt the hand or participate in the events or situations in which users are researching. For a historical research project, secondary sources are usually scientific books and articles. This is important because it helps to explain new or different situations and ideas about the underlying resource. The materials can be articles found in newspapers or magazines, book or movie reviews, biographies of celebrities, and scholarly journals that discuss or evaluate someone's original research.

iii. Types Of Records Keep

Many types of records are kept in NAM. For example, paper, photographs, microfilm, and vellum. Paper-based file management systems have been a traditional and fundamental way of storing business records and other documents. This usually implies the process of managing and storing physical or hidden documents. The advantage of paper-based records is that it is easy to manipulate and copy a document using a photocopying machine. Photographs are images, especially positive prints that are recorded by highlighting the level of light, especially in the camera. An effective image can spread information about humans and nature, record the visible world, and enhance human knowledge and understanding.

Microfilm is a film that records photography on a small scale of printed material and other graphics, in which the image has to be reduced to a size that cannot be read without visual aid. In other words, microfilm is an analog storage medium that uses a roll of film that is exposed through the process of photography and is ready for recording photography. It is commonly used to store paper documents such as media, legal documents, books, and design drawings. Vellum is a unique type of paper used in arts and crafts. Before it was only

a type of paper with calfskin, but modern vellum is made of cotton and wood pulp. It can be used to make greeting cards, scrap bookings, and trace designs.

iv. Responsibilities

The NAM's responsibilities are legal obligations to advice on best practices and standards for the management of public records. They are also required to guide investigation staff. Besides, the investigator agrees with the selection of files to be kept permanently and provides advice and guidance on the preparation and list of selected transfer records.

v. What If NAM Does Not Exist

If the National Archives of Malaysia does not exist, it will be difficult to know the history of the country because we do not have any proof of it. After all, it has the meaning of historical documents. Also, the user could not refer to the historical documents for future use to prevent the same mistake from happening again. It will be difficult for researchers to obtain authentic information and can rely only on information obtained from websites that do not know the source and sometimes will obtain inaccurate information. That is why it is necessary to have national archives to preserve the national heritage of our country.

2.0 BACKGROUND OF NAM



Figure 2: The National Archives of Malaysia (NAM)

i. Background

After Malaysia gained independence on 31 August 1957, the State Archives Office was established on 1 December 1957. In 1963, its name was changed to the National Archives of Malaysia. In 1966, the National Archives Act was passed by Parliament and received royal approval. In the same year, an archive building was opened at Petaling Jaya. The National Library was created as part of the National Archives in 1971 but was redistributed in 1977. In 1982, the existing building of the National Archives in Jalan Duta was maintained 1982. In 1987, the archive was transferred to the competence of the Minister of Culture, Art and Tourism.

NAM is an agency that acts as a repository for government data, information, and archives and is responsible for collecting, preserving, and preparing public archives of various types and forms as reference material for researchers and the public. Following the development and implementation of current technological advances, as well as the Government's Transformation Policy, NAM aims to promote broad awareness of people in all aspects, thus contributing to the formation of the human capital of excellence by disseminating information regardless of the limits of time and place.

ii. Branches

NAM has nine different branches across Malaysia which are located in Terengganu, Pahang, Perak, Pulau Pinang, Sarawak, Kelantan, Sabah, Kedah/Perlis and Johor/Melaka/Negeri Sembilan. The objectives of each branch are to collect, retain and preserve all records and archive materials from all over each state which has historical and national value, as well as to provide research and reference services to government agencies and the public. It is also about helping the government to create a system of systematic, effective, and economical record management system especially for state/federal public office in the entire state.

Each division is responsible for expanding and educating archives for the dissemination of the treasures of the national heritage organized by the National Archives of Malaysia in each state. It should also conduct record-keeping activities under the supervision of the National Archives of Malaysia, as well as ensure that the collection material is in good and complete condition.

iii. Departments/Unit

There are seven departments in NAM which are:

- Planning and Coordination Division
- Government Records Management Division
- Archives Management Division
- Management Services Division
- Development Division
- Research and Documentation Management Division
- Statesman Archives Division

The Planning and Coordination Department is responsible for ensuring that the policies, instructions, and strategies of the National Archives are sound and effective. It is also intended to ensure the proper functioning of the service delivery system and records management implementation run smoothly and comply with the laws, regulations, and standards established by the National Archives. The Government Records Management Department is responsible for the systematic and effective management and provision of access to records by the rules and standards that public records must be maintained. Also,

to ensure that the Agency Records Center is developed by the public office complies with the specifications set by the National Archives. The Archives Department aims to increase the number of historical and national materials from official sources (audiovisual) and the private materials of the National Archives Administrators to keep them for future reference.

Management Services Division has different sections which are Development and Maintenance Section, Administration and Human Resource Section, Financial and Asset Management Section, Records Management and Registry Section and Information Technology Section. The Development Division shall keep records archived following national heritage standards. Encourage the use of archival material through reference and research by providing access. The Research and Documentation Management Division should ensure that records and information on borders, sovereign rights, current affairs, and confirmation of national historical facts are available for consultation by interested parties. Next, plan the Department's publishing and printing programs of the department, as well as manage distribution and sales of the publication. Finally, for the Statesmen Archives Division, it seeks to ensure that the country appreciates and recognizes the role and contribution of leaders and statesmen are appreciated and recognized by the country.

iv. Vision

“Leading the Transformation of Records Management and Archives Administration as the National Research Centre of Excellence by the year 2020”.

v. Purpose Of Systematic Records

Systematic records management has its purpose, namely to control file production and development. Although we depend on electronic files, the amount of paper used in offices has not decreased much. If a records management system is adopted, an organization may control the creation of records or copies and only keep records that are necessary or active. This controls the growth of the logs and therefore reduces the required storage space. Furthermore, it is intended to recover and dispose of records efficiently. The consequences of searching for too long a record of frustration can be quite serious where files can be lost not only in terms of billions of hours but also valuable users. This is why it is important to

invest in a well-designed storage system that can facilitate the recovery and deletion of records before their expiry date.

Other than that, it has a purpose like reducing costs, time, and effort in the cave. Maintaining an organized record system of recorded operations is time-consuming and expensive in terms of storage, printing, filing, and staffing. Finding or reproducing lost recordings in the absence of an organized system also takes a lot of time and money. The filing system can help archives save significant costs by reducing operational costs and increasing employee efficiency. It also improves management decisions by facilitating access to relevant data, allowing archives to make faster decisions to stay ahead of the competition or make informed decisions. Records management software makes payloads available and removes unnecessary data, speeding up access to relevant data. Indexing and search capabilities allow authorized managers to quickly search and find files.

vi. What are Statesmen Archives?



Figure 3: The Tunku Abdul Rahman Putra Memorial

- **The Tunku Abdul Rahman Putra Memorial**

Tunku Abdul Rahman Putra Memorial is a great exhibition center in Kuala Lumpur to commemorate the life and achievements of the first Prime Minister of Malaysia. Next to Jalan Dato' Onn, this monument is surrounded by a beautiful garden landscape with two blocks of accommodation and official buildings, including a collection of his personal

belongings and documents. Tunku Abdul Rahman, also known as Bapa Malaysia or Bapa Merdeka (father of independence), was the Prime Minister of the Malaya Federation since 1955 and the first Prime Minister of the country from 1957 to 1970. Known by locals as Tunku, it was also an important tool to bring Malaysia to independence under British rule at the beginning of the 20th century.



Figure 4: Tun Abdul Razak Memorial

- **Tun Abdul Razak Memorial**

The Tun Abdul Razak Memorial was opened in 1982 to commemorate the life and time of Tun Abdul Razak, who was Malaysia's second prime minister from 1970 to 1976. It is located in the Sri Taman building, which was the official residence of Tun Abdul Razak. From 1962 to his death in 1976, the memorial was divided into two parts. The first section is the biography of a person who has been considered an effective administrator and is known for his contributions to rural development and social justice. The second section is a collection of more than 1,500 materials on his activities and achievements when he was Minister and then Prime Minister.



Figure 5: The Tun Hussein Onn Memorial

- **The Tun Hussein Onn Memorial**

The Memorial Tun Hussein Onn was officially opened by the Prime Minister of Malaysia, Yab Dato Seri Abdullah Ahmad Badawi on 10 February 2006 and became part of the country's heritage and complemented the treasury collection to appreciate the contribution of Tun Hussein Onn's as the third Prime Minister of Malaysia. The purpose of this monument is to collect, conserve, display and disseminate information relating to the person known as "Bapa Perpaduan" or "Father of Unity".



Figure 6: Mahathir Mohamad's Birthplace

- **Mahathir Mohamad's Birthplace**

On 20 December 1925 YB Tun Dr. Mahathir Mohamad, the fourth Prime Minister of Malaysia, was born at house No. 18 Lorong Kilang Ais, Alor Setar, Kedah. Mahathir Mohamad's home repair project was recommended by the Kedah Museum Board. At its meeting on 21 August 2006, the Council suggested that the National Archives be responsible for the restoration and maintenance of the house as part of the Prime Minister's archival project. Efforts to repair and renew the house was aimed at protecting the precious and historic site from extinction.



Figure 7: Galeria Sri Perdana

- **Galeria Sri Perdana**

Galeria Sri Perdana was opened by Tun Abdullah Haji Ahmad Badawi, the fifth Prime Minister of Malaysia on 20 December 2003. Initially, the gallery, known as Sri Perdana, was opened in 1983 by Dr. Mahathir Mohamed and his family were the fourth Prime Minister's official residence until his departure to Putrajaya in 1999. This Galleria was built to commemorate and remember the service of Tun Dr. Mahathir Mohamad's service as "Father of Modernization" and was created to commemorate the great contribution he made to the country for 22 years.



Figure 8: Tun Abdul Ghafar Baba Memorial

- **Tun Abdul Ghafar Baba Memorial**

It was officially launched by Tuan Yang Terutama Yang Di-Pertua Negeri Melaka, Tun Datuk Seri Utama Mohd Khalil Yaakob in 28 February 2006. This memorial was created to commemorate Tun Abdul Ghaffar's services as our esteemed and worthy leader, particularly at the time of the Deputy Prime Minister. The showroom has been divided into two areas. They are located on the ground floor and show personal influence while serving in the Government as Prime Minister, Cabinet Minister and Deputy Prime Minister, and representative. On the upper floor, there are two bedrooms, a living room, and a kitchen with old tools and utensils. Other items include speeches, photos, books, videos, and tapes.



Figure 9: The Proclamation of Independence Memorial

- **The Proclamation of Independence Memorial**

It was officially opened on 31 August 1985 by YTM Tunku Abdul Rahman Putra Al-Haj. The memorial service and memory of the victims of the terrorists and colonial rule were built for national independence. The contents of the exhibition are presented by specialized areas so that visitors can learn more and understand the country's fight for independence. In addition to exhibitions, visitors can also discover the uniqueness of the monumental building, combining elements of local and British architecture. The original building was the Malacca Club, built around 1911 and located opposite Padang Banda Hilir in Malacca.



Figure 10: Independence House

- **Independence House**

The Merdeka House was transferred to the National Archives of Malaysia in 2003 and efforts were made to repair and maintain the former house during the occupation of Tunku Abdul Rahman. The main attraction of the exhibition at the House Merdeka is the decoration of the house. The layout of the exhibition is original, with small changes in line with the concept of the exhibition for the public. The exhibition is also equipped with an audio-visual installation to provide visitors with more information.



Figure 11: P. Ramlee's Birthplace

- **P. Ramlee's Birthplace**

No. 4A, P. Ramlee Street, Penang, was P. Ramlee's birthplace, the house where he was born. It was built in 1926 by P. Ramlee's father and his uncle Rejab bin Husin. The scope of the exhibition is divided into two main parts, that is, "Living Area" at the time P. Ramlee occupied the house and the history of his life living in Penang. The exhibition also displays the collection of the original items belonging to Allahyarham P. Ramlee while he was in Penang and the inheritance left by the family. There are two sections, interior, and exterior section.



Figure 12: The P. Ramlee's Memorial Library

- **The P. Ramlee's Memorial Library**

It was officially opened to the public on March 22, 1986. The gallery aimed to appreciate Tan Sri P. Ramlee's Great Artist's contribution to the art industry and to promote research and study in the national arts and cultures. The original building of the P. Ramlee Memorial Gallery was his residence. This house has been renovated and transformed into a gallery featuring materials and information of Tan Sri P. Ramlee, which is synonymous with the local music and film industry. The elements displayed in the gallery are based on certain themes so that visitors can get to know P. Ramlee's better off in person.

3.0 AWARD

- **UNESCO/JIKJI MEMORY OF WORLD PRIZE**

Director-General of the National Archives of Malaysia receive the UNESCO/Jikji Memory of World Prize certificate and cheque on behalf of the institution.

- **BEST NATIONAL ARCHIVE RECORD MANAGEMENT 2013**

Received the award at National Archives Auditorium, Kuala Lumpur with YBHG Dato' Wan Ali Bin Besar on 5 Dec 2013. National Archives really good on assist in the management of electronic records across government departments.

4.0 RECOGNITION

According to the video given, the recognition received from UNESCO shown that National Archive of Malaysia was recognized by the world. Also, known as an organization that provide services on preservation and conservation of archives, give access to heritage materials for all researchers and the users from other county. Thus, NAM also received “The Memory of the World Register” recognition from United Nations Organization from Education, Science and Culture (UNESCO) in 2002 for preserving the correspondence of Sultan Abdul Hamid. The correspondence is important because it contains historical value in these documents for Kedah history.

i. Invited by ICA

National Archive Malaysia (NAM) has achieved an international recognition as early as 1964. Then, the secretary general of International Council of Archive (ICA) has invited this department to help them establish their branch at the international level. NAM has successfully established a conference for set up the Southeast Asia Regional Branch of the International Council on Archives (SARBICA).

5.0 DISASTER MANAGEMENT

The NAM was mainly responsible to managing all important record such as administration record and other important record from government agency by preparing disaster plan. So, that all the records save and preserve away from any disaster. NAM also give help to other national archive institution to manage and repair their record that damaged by natural disaster. Thus, NAM recognized as the best of archiving body in Southeast Asia. This archival institution also become a place for other archive institution as service advisor on record management and archive administration. There are many countries that referring NAM such as Myanmar, Vietnam, Laos, Timor-Leste, and Sri Lanka.

6.0 LOGO & DEFINITION



Figure 13: National Archives of Malaysia (NAM) Logo

The National Archives of Malaysia's logo was created by Encik Sumali Bin Amat. The contest to create this logo was started from 1st February 1979 until 10th April 1979. This logo has been matched from the shape of the dome (Moorish) found in the building of Sultan Abdul Samad (the dome plus the big clock) which symbolises the image of Malaysia.

SYMBOL/EMBLEM	EXPLANATION
13 pieces of papers	A symbol of the country's documents and records.
The attachment of 13 pieces of paper	Representing 13 states that formed Malaysia which in effect links the documents and records of the country to its rich historical background.
Flower shaped papers with 13 petals	The flower symbolises the cultural values and elements of the country's documents and records.
A 13 pointed stars	It represents the star in the national flag which symbolises the integration and unity of the people. It also resembles the shape of the seal which is used in the government's official documents.

The words: ARKIB NEGARA MALAYSIA	Symbolises the National Archives of Malaysia as the authority entrusted to be the custodian of the government or country's documents and records.
Yellow circular ring	Symbolises the officer and staff of the National Archives of Malaysia as the mobiliser and agent in the implementation of the government plans.
Dark brown ring (placed in between the yellow circular ring and the attached papers	A symbol as a Governmental Agencies Network.
External small ring (dark brown)	Indicates the provisions of the law which protects the responsibilities of the National Archives of Malaysia as custodians in safeguarding the country's documents and records and keeping them intact.
The colour of yellow	Symbolises culture and history.
The colour of dark brown	Matching the colour of soil (the origin nature) in accordance with the country's documents and records whereby the resources are also original.
The colour of black	Signifies the strict enforcement in the implementation of outlined government policies in accordance to the National Archives of Malaysia Laws such that the conservation of the documents and records are not neglected or violated.

7.0 ACT

First, the National Archives Act no 44, 1966, this act gives the responsibility of the Malaysian archives on the care and preservation of public records in Malaysia. Then this act was replaced with National Archives Act 2003 Act 629, which was passed in parliament on 8 July 2003 and came into force on 10 October 2003. Aims to provide for the creation, acquisition, care, preservation, use and management of public archives and related matters. As a result, the field of management and administration of this body has been further strengthened and become the best reference centre in the eyes of the world.

Laws of Malaysia Act 629 National Archive Act 2003 has 8 parts namely part i preliminary, part ii national archive and director general, part iii advisory board, part iv management of records, part v administration of archives, part vi establishment and organization memorial, part vii general, and part viii state archives.

Important legal acts taken into account in an archival material or record should be taken into account as in the following section: -

- 25. Prohibition on destruction of public records
- 26. Disposal of public records
- 27. Record disposal schedule
- 28. Transfer of public records to the National Archives
- 29. Public records must be submitted upon request
- 30. Care and control of public records of public offices that are no longer functioning
- 31. Acquisition is not a public record
- 32. Submission of records
- 36. Processing and preservation of public archives
- 37. Access to public archives
- 38. Access to classified records
- 39. Prohibition on reproduction and publication of public archives

8.0 DEVELOPMENT OF AUDIO-VISUAL DOCUMENTATION CENTER

Audio visual archives is a part of the treasure of the national heritage and has been protected as a compilation of the National Archives which the researcher and the public may turn to. It also serves as historical and national cultural roots, symbolizing the innovative and reflective positions of national artistic accomplishment and the creation of audio visual media in Malaysia. The compilation of audio visual content in the National Archives started at the beginning of 1963, but it was only in 1982 that the Department had its own building in Jalan Duta, Kuala Lumpur.

The role of the National Archives in the management of public records is commonly well known, but less attention is paid to the emphasis on audio visual content. Accordingly, the National Archives continues to enhance the collection of content and the protection of audio visual work in order to build national information services on a continuous basis. The Development of the Audio Visual Documentation and Preservation Center of our country, approved by the Cabinet on 14 July 1999, realizes the aspirations of the National Archives for the extension of the acquisition and preservation of audio visual content, just as in the form of paper documents.

The National Archive of Malaysia via Pusat Pendokumentasian and Pemeliharaan Audiovisual Negara (PPAV) was founded in 2008 and completed in full on 17 December 2009. Via this hub, the National Archives will ensure that the compilation, acquisition, sorting, reproduction, preservation, copying and storing of audio visual materials from a range of sources can be carried out more actively and properly. The Audio Archive division is primarily responsible for the management of audio visual content in the National Archives, and was formed in February 2009 with the consolidation of the Division. The purpose of this section is to ensure that audio visual content is recorded and preserved more accurately and properly.

National Archives of Malaysia (NAM) responsible for collecting, handling, monitoring, storing, rendering available archives, retaining and preserving audio visual archives in the form of video tape, vinyl recorder, CDs and images. Evaluation is a significant part of the acquisition of archives. The material must be measured against the material in storage, the purpose of the archive, the subject of the archive and so on.

Currently, NAM maintains a range of forms of audio visual collections that are made up of diverse approaches such as sales, gifts, shares and in-house development policies. PPAV also maintains lists of sites, construction and significance of event/historical functions for research purposes.

TYPES OF AUDIO VISUAL COLLECTION	UNIT/HOURS
Photographs	107,782 units
Film	3,000 hours
Vinyl disk	2,000 hours
Video tape (VHS, U-Matic)	8,000 hours
Audio tape (cassette, open reel)	5,000 hours
Optical disk (CD/DVD)	2,000 hour

Today, PPAV directed treatment amounted to 20,000 hours of audio and video and 107,782 of photos obtained from government departments and individuals. These audio visual archives are made up of film content (8mm, 16mm, 35mm, 65mm, and strip), audio material (record, cassette, CD and open actual tapes), video and multimedia (VHS/S-VHS, u-matic, VCD/DVD, Mini DV) and images (physical picture, digital, postcard, slide, glass slide and negative).

As a hub for the recording and treatment of national audio visuals, NAM is responsible for delivering the various services to the client, comprising of government departments and the media, while at the same time encouraging the best facilities for its customers. Based on the results, NAM is an expert in delivering consultancy services on the handling of audio visual information. This consultancy was given to every government department that keeps audio visual documents in its organisation. This consultation concerned the creation, processing or publishing of audio visual records, the conservation and retention of audio visual records, the disposition process and the transfer of audio visual records of significance to the National Archive.

The Development of the Audio Visual Documentation Center of the National Archives of Malaysia is intended to form the basis for the management and operation of the country's

audio visual materials collection. The aim of the production is to ensure that a national record of national importance and history in audio visual form is collected, systematically managed and permanently preserved in the National Archives of Malaysia for the benefit of current and future generations.

9.0 ACTIVITIES OF NAM

I. LIST OF ACTIVITIES

- Program of Archival Material Digitization with UiTM students 2019
- Opening Ceremony of the International Archives Day Celebration 2019
- Archive Material Promotion Ceremony in conjunction with the International Archive Day Celebration 2019
- Inauguration of P.Ramlee Poster Exhibition 2019

II. PURPOSES

- To provide exposure to students majoring in Information management related to the digitization of archival materials.
- To celebrate the National Archives of Malaysia as the most important national asset.
- To promoting archival materials so that the public is aware that archival materials are important to preserve.
- To appreciating the work of artist Tan Sri P. Ramlee in the film industry in this country.

10.0 ONLINE ACCESS

- **Name of the system**

Online Finding Aids (OFA)

- **Function of the system**

OFA serves to provide the best reference services and research facilities as well as publicize archival and historical material online.

Future use of OFAs also allows for a centralized search to be easily performed for all types of archival material. This is due to the OFA's ability to centralize searches between COMPASS, AMS and MAMS systems used to store archival material according to different types and formats. Through OFA, ANM successfully built and developed a sophisticated online search project that attracted researchers and the general public.

OFA is also an online access to researchers and non-researchers to find sources of archival material including documents, audio, video, and photos and there are also terms and conditions of use of OFA such as: -

- Applications to become a registered researcher are OPEN to all Malaysians as well as foreigners.
- Public users who register outside the National Archives of Malaysia Research Hall need to have or create an active email account.
- Meanwhile, Public Users who register in the Research Archives of the National Archives of Malaysia and the National Archives of state branches do not need to have an email account.
- ANM reserves the absolute right to restrict and / or revoke registration that has been made for security purposes and / or other purposes determined by ANM.
- ANM will not be liable for any liability or loss costs incurred and incurred for all payment transactions in connection with any system and technical failures or other factors beyond ANM's control.
- All payment transactions are in Ringgit Malaysia (RM) for payments made through the OFA System.

- Any payment is subject to the National Archives of Malaysia (Fi) Regulations 2005 amendment 2013.
- Use of digital content through the OFA portal is subject to the Public Archives Reference and Access Regulations 2012
- The digital content of the public archive through the OFA ANM portal can only be used for reference and research purposes by registered Archive users only.
- Public archives reproduced for any purpose must be stated as a source from the National Archives of Malaysia.

11.0 CONCLUSION

To sum up, the role of National Archives play a very important role for our nation. It can help in so many aspects. The National Archives of Malaysia is responsible for ensuring the facts and history of a country as its main function as an archive center on its country and nation. As a body that stores resources, it is necessary for researchers, academics to obtain material so that it can be interpreted and can be used in writing and after that can be shared with the community. So, the role of the national archive is very important for the community to know the true identity and know and trace the history of the origin of a country.

Awareness and the need to establish one body to provide record services in Malaysia has been realized since before World War II again. That desire has given rise to action positive through the 1948 Despatch Circular Letter in March by the Secretary Britain, At Newbould who has ordered an investigation and careful observations were made on government records in Malaya. Eventually it led to the formation of an investigation committee relating to the preservation and destruction of public records which has been appointed by the Secretary of Malaya.

Last but not least, as we know, books, documents, manuscripts and so on are among the main things we use in everyday to add knowledge while knowing the history of our origins as well as learning new sciences that we do not yet know and we have not yet explored especially about our country. Thus, it is very important for us to protect our national archives because there are many historical resources about our country for us to protect and maintain its originality.

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APPENDICES



NATIONAL ARCHIVES OF MALAYSIA

Jalan Tuanku Abdul Halim, Kompleks Kerajaan, 50480 Kuala Lumpur, Wilayah Persekutuan
Kuala Lumpur.

Tel: 03-6209 0600 / 03-6205 6800

Fax: 03-6201 5679

Email: webmaster@arkib.gov.my