



PUSTAKA'S ROLE FOR SUSTAINABLE PRESERVATION OF PUBLIC RECORDS AND ARCHIVES

Theme: Sustainable Development Goals: The Roles Of Knowledge Institutions And The Public Service

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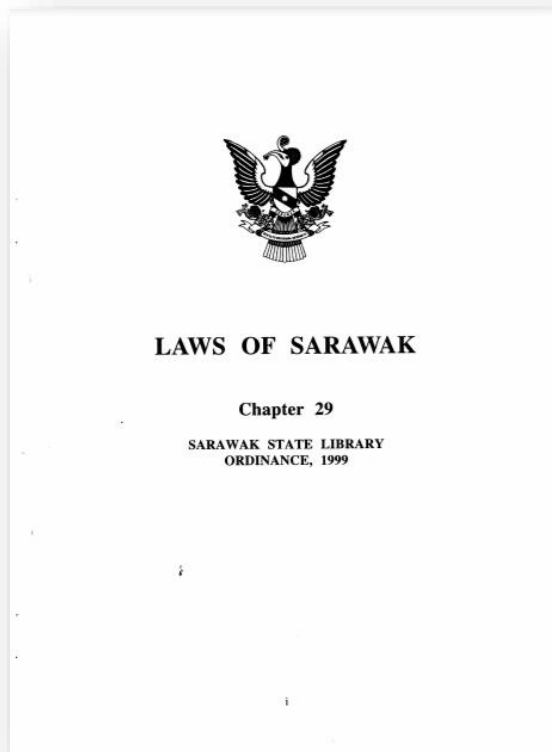
INTRODUCTION

STATE RECORDS REPOSITORY



- Responsible for **acquiring and preserving public records** transferred by Sarawak State Government departments and agencies to Pustaka **for permanent preservation**.
- Preserving the public records and archives are important to ensure **the sustainability of the records** remains **accessible and usable** for future reference.
- To ensure **inclusive and equitable quality education** and **promote lifelong learning opportunities** for all under **Sustainable Development Goals (SDG)** is implemented accordingly for public records.

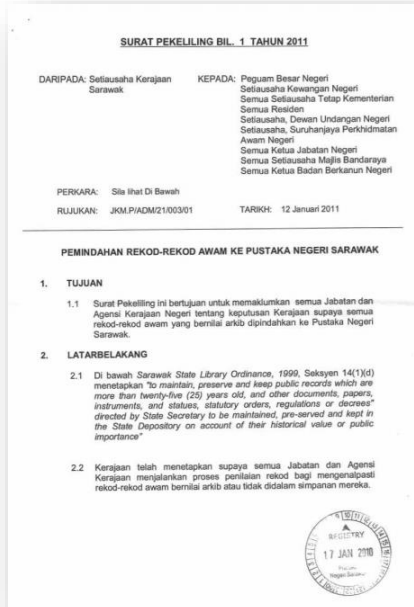
INITIATIVES



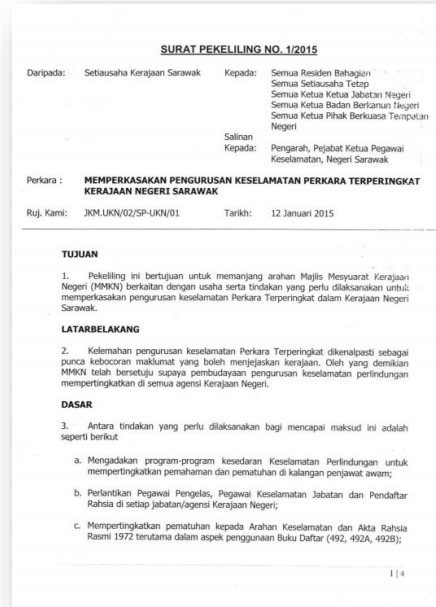
Sarawak State Library Ordinance 1999, Part IV State Depository, Section 14(1) – (d)

“ Under Sarawak State Library Ordinance 1999, Part IV State Depository, Section 14(1) – (d) to maintain, preserve and keep public records which are more than twenty-five years old, and other documents, papers, instruments, and statutes, statutory orders, regulations, or decrees, directed by State Depository on account of their historical value or public importance.”

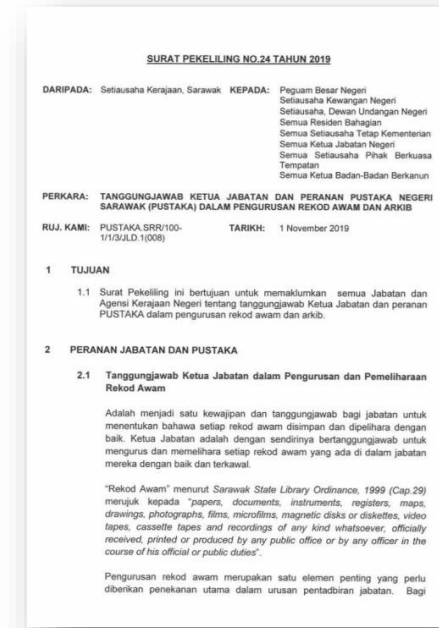
INITIATIVES



*Surat Pekeliling Bil.1 Tahun 2011,
Pemindahan Rekod-Rekod Awam ke
Pustaka Negeri Sarawak*



*Surat pekeliling Bil 1 tahun 2015
Memperkasakan Pengurusan
Keselamatan Perkara Terperingkat
Kerajaan Negeri Sarawak*



*Surat Pekeliling No.24 Tahun 2019
Tanggungjawab Jabatan Dan Peranan
Pustaka Negeri Sarawak Dalam
Pengurusan Rekod Awam Dan Arkib*

INITIATIVES

BLUEPRINT FOR SARAWAK'S RECORDS

DATE: 13TH – 14TH AUGUST 2014

- The 2-days programme with the theme “Our Records, Our Heritage” aimed to prepare a comprehensive blueprint for records and archives management for Sarawak State Civil Service



INITIATIVES

RECORDS AND ARCHIVES SEMINAR (RAS 2016)

DATE: 14TH – 15TH NOVEMBER 2016

- This forum aims 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



439
participants



137
departments



INITIATIVES

SYMPOSIUM ON RECORDS AND ARCHIVES MANAGEMENT

DATE: 3rd – 4th September 2018

- The theme for this symposium is “Creating Sarawak’s Records Management Catalysts”.
- The symposium objectives are 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.



367
participants



150
departments



INITIATIVES

TAKLIMAT PENYELARASAN REKOD DAN ARKIB NEGERI SARAWAK 2019

DATE: 25 September 2019

- Aimed to promote the service offered by Pustaka Negeri Sarawak especially records and archives and obtaining information on the departments/agencies establishment history background, relationship and Departmental Record Officer and Focal Person



241
participants



124
departments



INITIATIVES

TAKLIMAT PENYELARASAN REKOD DAN ARKIB NEGERI SARAWAK 2020

DATE: 8th – 14th JUNE 2020

- Conducted through online platform, the briefing aim promote the service offered by Pustaka Negeri Sarawak especially records and archives

 **20** 2000 - 2020
READ. INNOVATE. EXCEL

SAMBUTAN HARI ARKIB SEDUNIA 2020
INTERNATIONAL ARCHIVES WEEK
"Empowering Knowledge Societies"

PERHIMPUNAN PEGAWAI REKOD JABATAN DAN PEGAWAI SERANTA

TARIKH 09 JUN 2020, SELASA **MASA** 8:30 PAGI


VINCENT JINAP
PUSTAKAWAN
PUSTAKA NEGERI SARAWAK
TOPIK:
TAKLIMAT SENARAI TUGAS
PEGAWAI REKOD JABATAN DAN
PEGAWAI SERANTA


IZARUDDIN MOSS
PUSTAKAWAN
PUSTAKA NEGERI SARAWAK
TOPIK:
- TAKLIMAT PERKHIDMATAN
RUJUKAN KOLEKSI KHAS
- TAKLIMAT PENGUATKUASAAN
KESEDARAN PENYERAHAN
BAHAN-BAHAN TERBITAN


NORLAILAWATY ISMAIL
PUSTAKAWAN
PUSTAKA NEGERI SARAWAK
TOPIK:
TAKLIMAT PERKHIDMATAN
REKOD DAN ARKIB

IMBAS DAN SERTA KAMI!


KATALALUAN:
948302
zoom

JOM SERTA KAMI!
#pustakanegerisarak
#sarawakstatelibrary
#depositorirekodnegeri
#statercordrepository
#iaw2020
#sarawakcovid19story

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626

participants



122

departments



1,242

views


INITIATIVES

SARAWAK RECORDS AND ARCHIVES NETWORKING (SARAN)

DATE: 9th JUNE 2021

- The objectives are to share initiatives taken by Pustaka Negeri Sarawak and other archival institutions in Malaysia in delivering services to users during a pandemic; and to provide a platform for knowledge sharing among experts in the field of records and archives.

 **1,385**
participants

 **4,171**
views



INITIATIVES

GARIS PANDUAN PENGURUSAN REKOD DAN ARKIB UNTUK JABATAN KERAJAAN NEGERI SARAWAK

- This guideline is provided as a guide for Sarawak State Government departments and agencies in managing records and archives in their respective departments to ensure the storage environment and the physical condition of the records is remains in good condition and suitable for permanent preservation.



Download via https://www.pustaka-sarawak.com/document_uploaded/1605924955.pdf



INITIATIVES

E-PRESERVATION

- Pustaka Negeri Sarawak have introduced the Guideline Processing of Transferred of Public Records and Archives or known as e-preservation which can be access at Pustaka official website.



Access it here <https://www.pustaka-sarawak.com/apps/epreservation/>.



INITIATIVES

PHYSICAL STORAGE?



**ENVIRONMENTAL
CONTROL**

FIRE PROTECTION

SECURITY

**DISASTER
MANAGEMENT**

ACTIVITIES AND PROGRAMS

1FILE 1WEEK CAMPAIGN

- This campaign aims to train the Sarawak government department/agencies officers who responsible for the management of the records at their respective department/agencies on how to process public records for transferred to State Records Repository.



599

participants



266

departments



51,937

Records transferred

ACTIVITIES AND PROGRAMS



1,130

Records transferred

RESCUE GOVERNMENT RECORDS AND ARCHIVES PROGRAM (REGRAP)

- To assist the Sarawak State Government department/agencies in the process of transferring public records to State Records Repository, the Rescue Government Records and Archives Program (REGRAP) have been introduced in year 2018. The Sarawak State Government departments/agencies, which categorized as critical based on following status will be invited to join this program to ease their transfer session.
 - a. Delayed in transferring files/records after been approved by the State Records and Archives Retention Committee (SRARC) Meeting.
 - b. Lack of manpower to do the process of transferring files/records

ACTIVITIES AND PROGRAMS



IN-HOUSE FUMIGATION

- To ensure all the records received from the government departments are clean and biologically free from any insect's threat.
- This in-house fumigation will require 21 hours of fumigation using Bio Master Fumigation Machine before the records to be sent to the repository.



ACTIVITIES AND PROGRAMS

DIGITIZATION & MICROFILM

- Pustaka Negeri Sarawak was appointed as the State Microfilm Service Provider in the Sarawak Information Technology and Resources Council (SITRC) Meeting on Microfilming in 2016.
- 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.
- The purpose of the preservation of public records through digitization and microfilm is to extend the life of the physical public records in order to reduce the risk of damage and slow down records impairment.



166,350
records digitized



132,189
records microfilmed



ACTIVITIES AND PROGRAMS

Bengkel Pemuliharaan Ringkas Rekod Selepas Bencana

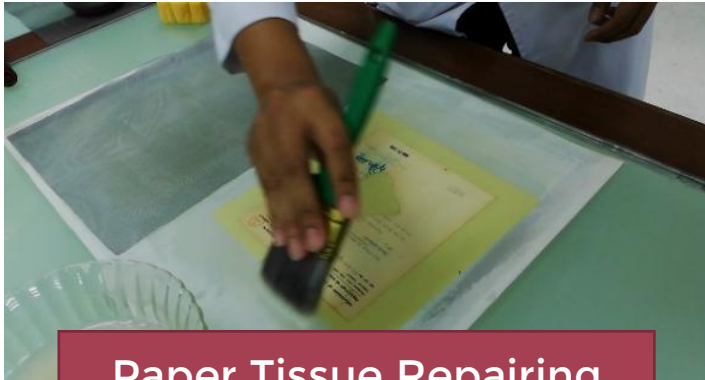
- The aimed for this workshop is to expose the participants with different techniques on salvaging the records after disaster.
- Through this workshop, the participants took four (4) modules consists of:
 - 1) Preservation and conservation
 - 2) Disaster Action Plan
 - 3) Conservation Records (Post Disaster)
 - 4) Demonstration and Practical Session.



64

participants

ACTIVITIES AND PROGRAMS



Paper Tissue Repairing

CONSERVATION INITIATIVES

- Conservation activities at State Records Repository focusses on the vital and damages records and paper-based materials.
- Techniques of conservation includes wet paper tissue repairing, deacidification, encapsulation and humidification were added to several work process specifically for collection that require major conservation.



Encapsulation



6,332
Records conserved

ACTIVITIES AND PROGRAMS



PUSTAKA YOUTUBE CHANNEL: *KHAZANAH REKOD DAN ARKIB*

- An online program introduced in 2020 due to the pandemic Covid-19 outbreak and the implementation of Movement Control Order (MCO) by the government.
- This program aims to provide a virtual platform for information sharing related to records and archives management.
- Through this virtual platform, Pustaka Negeri Sarawak has shared videos related to preservation and conservation activities.



Access it here

https://www.youtube.com/playlist?list=PLrCnBpYDEv-lx5vVH_S6Bd78Qo_YfEjm8.

SERVICES

FUMIGATION SERVICES AT THE DEPARTMENT

OBJECTIVES

- to promotes the awareness on the importance of good records management practice in government departments and agencies.

WHY WE NEED TO DO FUMIGATION AT OUR OFFICE?



**Provide protection from
insect threat**



**Maintaining the conducive
environment by eliminating
bad odour in the records
storage area**



RECOMMENDATIONS



Cooperation between government, memory institutions, and the private sector in the preservation of the state and national heritage



Conservation and preservation techniques need to be further improved in line with technological developments



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- Pustaka Negeri Sarawak. (2020). Garis Panduan Pengurusan Rekod dan Arkib untuk Jabatan dan Agensi Kerajaan Negeri Sarawak
- William. K. Wilson. (1995) Environmental Guidelines for the Storage of Paper Records. Technical Report NISO-TR01-1995

Thank You!



**State Records
Repository**



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sarawak.gov.my**