

1.0 SARAWAK STATE GOVERNMENT

1.1 Legislation, Policies, Regulations and Procedures

- Sarawak State Library Ordinance, 1999 (Amended 2009/2010)
- State Secretary's Circular Letter 1979 on Records Management
- Surat Pekeliling ICT No. 7/2011 Penggunaan Mel Elektronik dan Internet Di Agensi-Agensi Kerajaan Negeri
- State Financial Secretary Circular: Supplementary Instruction Relating to Accounting Procedures and Financial Control.
- Akta Rahsia Rasmi 1972 (Akta 88) (Pindaan 1986)
- Sarawak Information Technology and Resources Council Ordinance, 1999.
- Arahan Keselamatan.
- The statutory Bodies (Financial and Accounting Procedures) Ordinance, 1995
- Surat Pekeliling Perbendaharaan Bil.4 Tahun 2007 Pindaan Ke atas Arahan Perbendaharaan (AP) 150.

1.2 Standards

- MS ISO 2223: 2009 Information and Documentation – Records Management – Part 1: General (ISO 15489-1:2001, IDT).
- MS ISO 2223: 2009 Information and Documentation – Records Management – Part 2: Guidelines (ISO 15489-1:2001, IDT).

1.3 Guides & Manuals

- Arahan Perbendaharaan 1997 (Pindaan 2008).

2.0 FEDERAL GOVERNMENT

2.1 Legislations, policies, regulations and procedures:

- Akta Arkib Negara No. 44 Tahun 1966 (Akta 629) (Pindaan 2003).
- Dasar Pengurusan Rekod & Arkib Elektronik.
- Evidence Act 1950 (Amendment 2012) Subsection 90A (2) and 90A (6).
- Akta Rahsia Rasmi 1972 (Akta 88) Pindaan 1986).
- Surat Pekeliling Am. Bil. 1/2003 (Pengumpulan dan pemeliharaan Surat-Surat Persendirian Penjawat-Penjawat Tinggi Kerajaan di Arkib Negara Malaysia.
- Surat Pekeliling Am Bil. 20 Tahun 1966 Pemindahan Rekod-Rekod Kerajaan ke Arkib Negara.
- Arahan Perkhidmatan 1974, Bab 5 - Memelihara dan Penyimpan Rekod-Rekod Kerajaan.
- Surat Pekeliling Am Bil. 1 Tahun 1997.
- Surat Pekeliling Perbendaharaan Bil 10 Tahun 1984.
- Surat Pekeliling Perbendaharaan Bil. 9 Tahun 1986
- Surat Kementerian Kewangan 3 November 1993.
- Surat Pekeliling Perbendaharaan Bil. 4 Tahun 2007 – Peraturan Pemeliharaan Rekod-Rekod Kerajaan.
- Pekeliling Perkhidmatan Bilangan 5 Tahun 2007 Bahagian VII - Panduan Pengurusan Pejabat.
- Surat Pekeliling Perbendaharaan Bil.4 Tahun 2007 Pindaan Kepada Surat Pekeliling Perbendaharaan (AP) 150.
- Arahan Perbendaharaan 1997 (Pindaan 2008).
- Kabinet Paper No.9/2012 approved for the appointment of Archivist Cadre Officer in every Federal Ministry as the Head of Records Management Section in the Ministry.

2.2 Standards

- MS ISO 2223: 2009
Information and Documentation – Records Management – Part 1: General (ISO 15489-1:2001, IDT).
- MS ISO 2223: 2009
Information and Documentation – Records Management – Part 2: Guidelines (ISO 15489-1:2001, IDT).
- MS ISO 16175-1:2012
Information and Documentation – Principles and Functional Requirements for Records in Electronic Office Environments - Part 1: Overview and Statement of Principles (ISO 16175-1, IDT)
- MS ISO 16175-2:2012
Information and Documentation – Principles and Functional Requirements for Records in Electronic Office Environments - Part 2: Guidelines and Functional Requirements for Digital Records Management Systems (ISO 16175-2:2011, IDT).
- MS ISO 16175-3:2012
Information and Documentation – Principles and Functional Requirements for Records in Electronic Office Environments - Part 3: Guidelines and Functional Requirements for Records in Business Systems (ISO 16175-3:2011, IDT).
- MS ISO 2473:2012
Information and Documentation – Implementation Guidelines for Digitization of Records (ISO/TR 13028:2010).

2.3 Guides & Manuals

- ICA Guides on Managing Electronic Records
- The National Archives of Malaysia Electronic Records Management System: System Specification for Public Office, issued 2011.
- Panduan Pengurusan Pejabat 2007.

- Jadual Pelupusan Rekod Kewangan dan Perakaunan 2008.
- Panduan Pelupusan Rekod Awam 2010.
- Panduan Pembangunan Klasifikasi Fail Pejabat Awam 2012.
- Jadual Pelupusan Rekod Urusan Am 2012.
- Panduan Penyediaan Jadual Pelupusan Rekod Fungsian 2012.
- Panduan Penilaian dan Pemisahan Rekod Elektronik.
- Dasar dan Garis Panduan Rekod Konvensional dan Elektronik.
- Garis Panduan Pengurusan Rekod Elektronik.
- Pengurusan Rekod Elektronik Dalam Persekitaran Berstruktur.
- Pengurusan Rekod Elektronik Dalam Persekitaran Tidak Berstruktur.
- Pengurusan Rekod Elektronik Dalam Persekitaran Web.
- Tatacara Pengurusan Rekod Elektronik Dalam Aplikasi Digital Document Management System (DDMS) di Pejabat Awam.
- Rekod Elektronik dan Akta Arkib Negara 2003.
- Spesifikasi Sistem Pengurusan Rekod Elektronik.
- Ujian Pematuhan dan Penilaian Prosedur Proses Sistem Pengurusan Rekod Elektronik.
- Garis Panduan Pengurusan dan Pemeliharaan Mel Elektronik Sektor Awam.
- Penilaian dan Pemisahan Rekod Elektronik.