

Quality Procedure

Reviewed by:

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Purpose

This procedure is established and maintained to ensure that the Records Management awareness training programme are done systematically and in accordance with the approved procedure.

Scope

This procedure covers the training program on records management as stipulated under Section 14(1) (d) of the Sarawak State Library Ordinance 1999. This procedure is applicable only to the Records Management Division, Depository Services Sector of Pustaka Negeri Sarawak.

This procedure contains Records Management awareness training programme.

Procedure Details:

1.0 Planning and obtaining approval for the training

- 1.1 Before records management awareness training conducted, Librarian or Designated Officer (DO) will prepare records management awareness training plan annually and identify as follows:

- a) Government departments and agencies
- b) Date and time
- c) Location
- d) Financial implication
- e) Training Module
- f) Facilitator

Librarian or DO shall present the records management awareness training proposal to management for approval.

- 1.2 If there are any **requests** from departments or agencies, the Librarian or Designated Officer (DO) shall promptly update the records management training plan. To conduct the training **proceed to procedure 2.0**.
- 1.3 Upon approval by Pustaka's management, Librarian or DO shall prepare documents to be presented in the *Jawatankuasa Perolehan Terus (JPT)* to seek financial approval.

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- 1.3.1 The librarian or DO shall request quotations from suppliers (caterers, travel agents, hotels etc.).
- 1.3.2 The HOD/DO shall fill in the *Borang Permohonan Perolehan Terus* (Common Items), prepare presentation slides and *Minit Rundingan Harga*.
- 1.3.3 The HOD/DO shall submit the completed documents to the committee in JPT – Procurement Pustaka in MS Teams.
- 1.4 Upon approval by the JPT, the HOD or DO shall proceed with the procurement of services.

2.0 Preparation for the training

- 2.1 The Librarian or DO will issue invitation letter to the department and agencies by post/fax/email. Librarian or DO shall follow up to the department or agency through telephone within fourteen (14) working days before the training conducted.
- 2.2 Before training conducted preparation of training materials by librarian or DO are as follow:
 - a) Training notes or slides
 - b) Attendance List or QR Code
 - c) **FRM-RM-14 Borang Tahap Keberkesanan Kursus/Bengkel Pengurusan Rekod.**

3.0 Executing the training

- 3.1 The Record Management awareness training will be conducted by assigned Librarian or DO or invited facilitator according to the date, time and location as confirmed.
- 3.2 Once training session has been done, participants shall fill in **FRM-RM- 14 Borang Tahap Keberkesanan Kursus/Bengkel Pengurusan Rekod.**

4.0 Completion of the training

- 4.1 Upon completion, Librarian or DO shall record the training details into **FRM-RM-12 Records Management Awareness Programme Log.**
 - 4.1.1 Any cancellation / postponement on the training will be updated in **FRM-RM-12 Records Management Awareness Programme Log.**

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5.0 Control of Documented Information

- 5.1 After the completion of the records management awareness training, the following documents shall be placed in the *Latihan / Kursus Pengurusan Rekod* file and keep in the State Records Repository Registry, mobile compactors labeled as Bay 1 (B1), Row A, Aras 2:
- a) Written request from departments or agencies
 - b) Written reply to departments or agencies
 - c) Invitation letter or email to departments or agencies
 - d) Attendance of the training participants
- 5.1.1 Meanwhile, **FRM-RM-14 Borang Tahap Keberkesanan Kursus/Bengkel Pengurusan Rekod** shall be placed in the records management training folder and keep in the registry labeled as Bay 2 (B2), Row 5, Aras B.
- 5.1.2 The *Latihan / Kursus Pengurusan Rekod* file shall be categorized as "Open" document and can be accessed by Librarian and DO.
- 5.1.3 Documented information generated as a result of the Records Management Training shall be retained for a period of **five (5)** years from the dates of its completion.

6.0 Disposal of Documented Information

- 6.1 When the documented information generated as a result of the Records Management Awareness Training Programme reached the retention period, the permission for disposal shall be seek from Chief Executive Officer of Pustaka Negeri Sarawak.
- 6.2 Once the permission is granted by Chief Executive Officer of Pustaka Negeri Sarawak, the documented information generated as a result of Records Management Awareness Training Programme shall be disposed in accordance with the Sarawak State Library Ordinance 1999 and Pustaka's records management guidelines and practices.

Annexes

- a) *Borang Tahap Keberkesanan Kursus/Bengkel Pengurusan Rekod*
- b) Records Management Awareness Program Log

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