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Master List/Matrix/Table

Reviewed by: Approved by:

Vincent Dinap Hayati Sabil

1 August 2024 1 August 2024

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Records Management Division - Table of Quality Objectives

Processes	Quality Objectives	Key Performance Indicators	Targets
Records Management Awareness Training Programme	To achieve effective awareness of records management in departments and agencies.	Number of Records Management Awareness training programme per quarter	Minimum two (2) per quarter
Appraisal and Disposal of Public Records	To ensure that the records appraisal and disposal are done systematically in government departments.		Six (6) appraisal and disposal in a year.

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