

pustaka negeri sarawak I read. Innovate. excel

Master List/ Matrix/ Table

Reviewed by:

Jeysi Halmi

3 August 2026

Approved by:

Hayati Haji Sabil

3 August 2026

Online copy of this documented information is the latest

Processes	Quality Objective	Key Performance Indicator	Targets
1. 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
2. Appraisal and Disposal of Public Records	To ensure that the records appraisal and disposal are done systematically in government departments.	The number of appraisal and disposal in a year.	Six (6) appraisal and disposal in a year.

Online copy of this documented information is the latest