

CHECKLIST: RECORDS APPRAISAL PROCESS TOOLS & EQUIPMENTS

Department: _____

NO	TOOLS/ EQUIPMENTS	REMARK
1.	Disposable Apron	
2.	Face mask	
3.	Hand gloves	
4.	<i>Borang Pemisahan Rekod</i> (3 copies) of the requesting department/agency	
5.	Stationeries	
	a. Pen	
	b. Pencil	
	c. Eraser	
	d. Pen knife	
	e. Staplers	
	f. Staples bullet	
	g. Marker	
	h. Post it note	
6.	Officer's stamp pad	
7.	Records appraisal slip	
8.	<i>Laporan Ringkas Penilaian Rekod</i>	
9.	<i>Kriteria Penilaian Rekod</i>	
10.	<i>Jadual Pelupusan Rekod Am & Kewangan</i>	

Prepared by:

Checked by:

Name:

Position:

Date:

Name:

Position:

Date: