

Quality Procedure

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Purpose

This procedure is established and maintained to ensure that the processes of transfer of public records are done systematically and in accordance with the approved procedure by the Librarian to support Quality Management System, in meeting customer needs.

Scope

This procedure applies to the following processes of Pustaka Negeri Sarawak at State Records Repository (SRR):

- a) The transfer and receiving of public records which are of archival value or as directed by the State Secretary (SS) to be archived which stipulated under Section 14(1) (d) of Sarawak Library Ordinance, 1999 (SSLO). Records that are:
 - i) Records with archival value that are more than 25 years old.
 - ii) Non active records with archival value that are less than 25 years old.
 - iii) Departments/agencies records that were created before or in 1963.
 - iv) Public records with historical significance to the Sarawak Government, such as photographs, maps and plans.

Procedure Details

1. Transfer of records after appraisal process

- 1.1 Upon receiving the *Laporan Penilaian Rekod* from Records Management Division (RMD), the Librarian or Designated Officer (DO) shall immediately check the list of records and archives that are for transfer in the *Laporan Penilaian Rekod*.
- 1.2 After checking the list of records and archives that are for transfer in the *Laporan Penilaian Rekod*, the Librarian or DO shall send an official confirmation notification e-mail for transfer of records and archives to the relevant departments/agencies within 30 working days. Notification e-mail to include:
 - 1.2.1 Total Files Transfer;
 - 1.2.2 Attend physical or virtual/online training conducted by Archives Management Division (AMD) for processing records and archives.

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2. Transfer of records created before or in year 1963

- 2.1 Upon receiving list of records and archives created before or in 1963 (*Borang Pemisahan Rekod*) from departments/agencies or minute sheet from Records Management Division, the Librarian or DO shall contact the relevant agencies within 30 working days via official e-mail or/and telephone.

3. Meeting / discussion / briefing with the transferring agencies before transfer

- 3.1 After the confirmation notification for transfer of records and archives have been issued, and the creating agencies for records created before or in 1963 have been contacted, the Librarian or DO shall arranged dates for meeting/discussion/briefing with the creating/transferring agencies within a quarter of the year to discuss on the following:
- 3.1.1 Listing of records and archives that will be transferred using *Borang Pemisahan Rekod*;
 - 3.1.2 Processing of the records and archives shall be done by the creating/transferring agencies according to GL-AM-01 Processing of Transferred of Public Records and Archives;
 - 3.1.3 Boxes for transfer to be prepared by the creating/transferring agencies;
 - 3.1.4 Transferring of records and archives by the creating/transferring agencies shall be submitted by minimum one (1) officer or more.

4. Transferring and receiving of Records and Archives

- 4.1 After the meeting/discussion/briefing (physical or virtual/online) on transferring of records and archives with the creating/transferring agencies has been conducted, the transferring date shall be arranged by the Librarian or DO within 30 working days.
- 4.2 Before receiving the records and archives from the creating/transferring agencies, the Librarian or DO shall ensure the following condition are fulfilled:
- 4.2.1 The records and archives shall be transferred by the Departmental Record Officer (DRO), Focal Person (FP) or representatives from the creating/transferring agencies (minimum one officer).
 - 4.2.2 The checking of records and archives transferred shall be done by both parties (transferring agencies and AMD officer) before endorsement of the transfer process.

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- 4.2.3 The *Borang Pemisahan Rekod* shall be filled out with a list and detail of the records and archives that will be transferred and verified by the Head of Department of the creating/transferring agencies.
- 4.2.4 The listed records and archives, and the details (title of records, reference number, date, folio number, and page number) in *Borang Pemisahan Rekod*, shall correlate to the transferred physical records and archives.
- 4.2.5 The records and archives shall be cleaned and processed by the creating/transferring agencies.
- 4.3 If the records and archives being transferred do not meet the above criteria or have not been properly cleaned/processed, the Librarian or DO shall inform the creating/transferring agencies to fulfill the required criteria and redo the processing of records and archives accordingly.
- 4.4 If the records and archives being transferred fulfilled the above criteria, the Librarian or DO shall accept the records and archives being transferred and complete the Archives Receiving Form.
- 4.5 Upon completion of checking the records and archives by the Librarian or DO, the Head of Archives Management Division shall verify the *Borang Pemisahan Rekod* within 30 working days.
- 4.6 The Librarian or DO shall produce a report for the status of records and archives transferred to Pustaka Negeri Sarawak within 30 working days from the date of records and archives received. The report shall consist of:
- a. Total files transferred;
 - b. List of files transferred;
 - c. Particulars in the files.
- 4.7 Upon completion of the above procedure, particulars for files transferred shall be ready for data entry in Archival Records Management System (ARMS).
- 4.7.1 Process of data entry for the records and archives are done according to GL-AM-05 - Data Entry in Archival Records Management System (ARMS).
- 4.8 After completing the data entry for the files transferred, Librarian or DO shall proceed for fumigation process.
- 4.8.1 Process of fumigation for records and archives are done according to GL-AM-04 - Fumigation of Records and Archives at

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State Records Repository.

- 4.9 After the completion of fumigation process, the Librarian or DO shall keep the physical records or/and archives in the Repository based on the location indicated in ARMS. The records and archives shall be retrieved for references by the *Pegawai Seranta* for the departmental records and by the public for archives collections.

5. Control of Documented Information

- 5.1 As soon as completed *Borang Pemisahan Rekod, Archives Receiving Form and Senarai Laporan Semakan Pemindahan Fail dan Rekod Jabatan* are produced and received, the Librarian or DO shall keep them in file labelled as "Pemindahan Rekod Jabatan Bertaraf Arkib" and keep the file at Registry, State Records Repository. The "Pemindahan Rekod Jabatan Bertaraf Arkib" file shall be categorized as "Open" and can be accessed by every staff. The "Pemindahan Rekod Jabatan Bertaraf Arkib" file shall be retained for five (5) years after closing.
- 5.2 When the "Pemindahan Rekod Jabatan Bertaraf Arkib" file has reached its retention period, the Librarian or DO shall seek the advice from Departmental Records Officer (DRO) for the disposal.

6. Disposal of Documented Information

- 6.1 When the documented information generated as a result of the Appraisal and Disposal of Public Records reached the retention period, the permission for disposal shall be seek from CEO of Pustaka Negeri Sarawak.
- 6.2 Once the permission is given by CEO of Pustaka Negeri Sarawak, the documented information generated as a result of the Appraisal and Disposal of Public Records shall be disposed in accordance with the Sarawak State Library Ordinance 1999 and Pustaka's records management guidelines and practices.

Annexes

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