

Guidelines

Reviewed by:

Dayangku Horiah Awang Gani

1 August 2024

Approved by:

Hayati Haji Sabil

1 August 2024

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Document No. : GL-AM-01
Revision No. : 4
Effective Date : 1 November 2024

The purpose of this guideline is to establish a standard for the processing of department/agency records and archives prior to their being preserved and maintained in the Repository at State Records Repository (SRR).

To ensure that the records and archives processing guideline is adhered to properly, each of the stages that are detailed below must be followed precisely. Additionally, the guideline can be accessed online at <https://www.pustaka-sarawak.com/apps/epreservation/>.

EXPLANATIONS

1. The Designated Officer (DO) is responsible for removing the files from the box and placing them in the Transit for Processing Area as soon as they have received the transferred records from government agency.
2. The DO shall verify the file's title and reference number against the list of files provided in the *Borang Pemisahan Rekod* before registering the file's start and end dates detail on the Processing Slip.
3. The DO shall write the numbers with pencil on the back of each record sheet in descending sequence from the last page to the first page for "Numbering Process." Refer to the following File Arrangement Table when doing the "Numbering Process."

No.	Material	Action
1.	One sheet of paper	Counted as one page.
2.	Booklet (Ring Binding)	• Detach the booklet's plastic cover and ring binding. Then, count each page from the back to the front. • If the record's plastic cover contains pertinent information, it should be counted as part of the record. • If the plastic cover does not contain any information, it shall be removed.

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3.	Brochure	• If the brochure is bound with a stapler, remove the stapler, and count each individual piece of paper that makes up the brochure as a separate page of the brochure. • If the brochure is not bound together, count each individual piece of paper that makes up the brochure as a separate page of the brochure.
4.	Book	• If the book is bound, each page in the book include the cover shall be counted as each individual piece of paper. • If the book is bound with a stapler, remove the stapler, and each page in the book include the cover shall be counted as each individual piece of paper.
5.	Envelopes and photos	• If the cover (envelope) contains information, it shall be counted as one pages and each photo in the envelope shall be place in new envelope and count each as one pages (one envelope for one photo). • If the envelope cover does not contain any information, it shall be removed and each photo in the envelope shall be place in new envelope and count each as one pages (one envelope for one photo). • If the photo is loose, place each photograph in the new envelope and count each as one pages (one envelope for one photo). • If the photo is attached with the records with stapler, remove the stapler and each photo in the envelope shall be place in new envelope and count each as one pages (one envelope for one photo). • If the photo is attached (by glue) to the records, keep the photo and consider the record as a single page.

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6.	Sticky Notes/Notes	• If the sticky note/notes contains information, the sticky note/notes shall be counted as one pages and affixed to the record using filmoplast. The record shall be counted as another page. • If the sticky note/notes does not contain any information, it shall be removed.
7.	File Movement Log	• If the sheets of the file movement log is attached to the file cover with stapler, remove the stapler. Count each as one pages and arranged with other pages. • If the sheets of the file movement log is attached (by glue) to the file cover, keep the sheets and count each as one pages.

4. The DO is required to remove all unsafe components from the file, including staples, screws, strings, and tape in order to protect the files.

- 4.1 Take off the old tape since it may have acid on it, which could cause the information on the papers to get ruined. Do not remove the old tape if doing so would compromise the safety of the vital information if specific conditions are met.
- 4.2 Use stapler remover to open any iron element attached in the files.
- 4.3 Remove the string attached to the file to avoid rust, which will damage the file.

5. The DO shall use an archival brush to clean each record's piece of paper with care.

- 5.1 The cleaning of files shall be done in the Cleaning Area.
- 5.2 Clean the file by brushing it from bottom to top. Do not clean the file by brushing it to the side in order to avoid spreading dust to nearby files.
- 5.3 Use bone folder to straighten and flatten the surface of the folded paper. Be cautious when flattening the folded surface to avoid damaging the file, particularly older files that are easily torn.

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6. The DO is responsible for organizing the files that have undergone the cleaning process in the Clean File Area. The order of the files is determined by the "Original Order" assigned by the "Numbering Process," and DO are not permitted to make any changes.
7. The DO must use cotton string to tie up the cleaned files.
 - 7.1 Use A3/A4-sized paper (depending on the thickness of the file) as a lining/layer of the processed records and tie using the cotton string.
 - 7.2 Ensure that the process in 7.1 is not too strong that can cause harm to the processed records.
 - 7.3 Insert the records into the file cover and tie the files using cotton string by intersecting them, which will help to ensure the file bindings are secure and in good shape.
 - 7.4 If the file cover are damaged, use A3-sized paper as a cover to wrap the file and tie the files using cotton string by intersecting them.
8. The DO shall measure the files with a ruler in centimeters, from the bottom of the file to the top.
 - 8.1 Use the ballast to ensure there is no gap in the file so that its height can be accurately measured.
9. The DO shall maintain and organize the file in a clean box and ensure that the size of each file stored in the box is appropriate.

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