

Guidelines

Reviewed by:

Dayangku Horiah Awang Gani

1 August 2024

Approved by:

Hayati Haji Sabil

1 August 2024

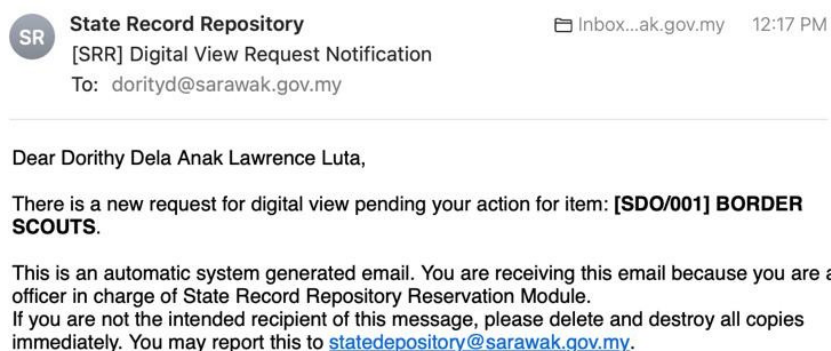
Online copy of this documented information is the latest

Document No. : GL-AM-03
Revision No. : 2
Effective Date : 1 November 2024

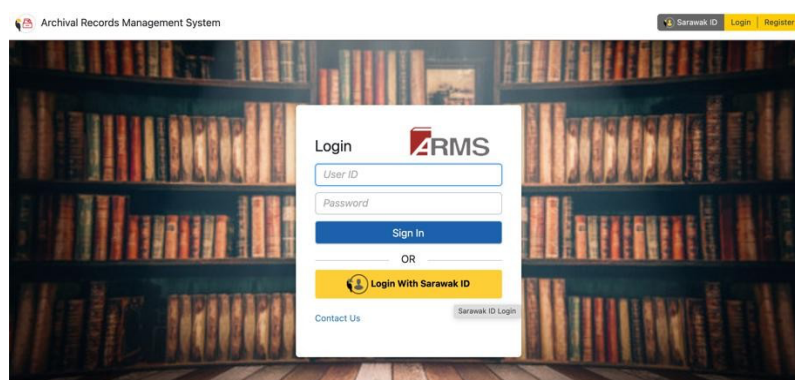
The purpose of this guideline is to provide a guide for handling online reference application through the Archival Records Management System (ARMS).

EXPLANATIONS

- 1.0 Designated Officer (DO) will receive a notification email when user make a request through Archival Records Management System (ARMS).



- 2.0 DO will login into Archival Records Management System (ARMS) using Sarawak ID.



- 3.0 DO shall check under sub module "Request View" for any new

Online copy of this documented information is the latest

request.

Archival Records Management System

Archive Module ▸ Reservation Management ▸ Request View

Dorothy Dela Anak Lawrenc...
State Record Repository

Request For View List

Reference Code File Title

Requester Request Status

Search

Cancelled
Completed
In Progress
New
Rejected

No.	Requester	Reference Code	File Title	Status	Viewable Request	Action
1	Dorothy Dela Anak Lawrenc...	SDO/001	BORDER SCOUTS	New	No	01 Sep 2021, 12:11 PM

4.0 Requester name with “New” status will appear in the listing.

Archival Records Management System

Archive Module ▸ Reservation Management ▸ Request View

Dorothy Dela Anak Lawrenc...
State Record Repository

Request For View List

Reference Code File Title

Requester Request Status

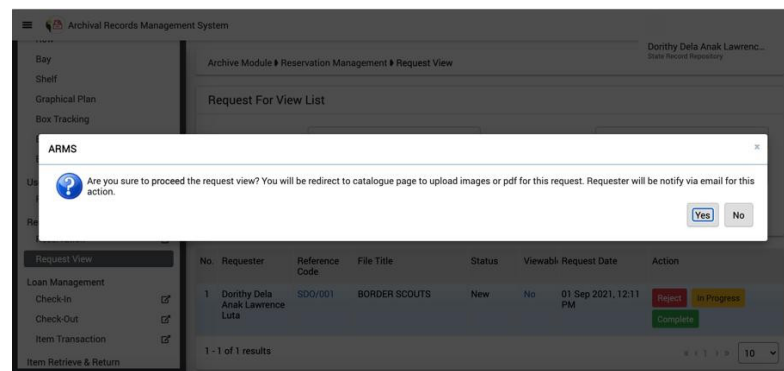
Search

Cancelled
Completed
In Progress
New
Rejected

No.	Requester	Reference Code	File Title	Status	Viewable Request Date	Action
1	Dorothy Dela Anak Lawrenc Luta	SDO/001	BORDER SCOUTS	New	No	01 Sep 2021, 12:11 PM

5.0 Click “In Progress” button to accept user request and start processing the records/file requested. Pop up box will appear and click button “Yes” to proceed.

Online copy of this documented information is the latest



6.0

If the digital copies of the records is available in the system, the DO shall check the record details. If the record details is not complete, DO shall update the record details. Upon completion updating the record details, the DO shall save the record in the system.

ARMS

Are you sure to complete the request view? Please make sure you have upload related document in catalogue page for this request. Requester will be notify via email for this action.

Yes No

Record Id

Series: Series 1 Subject: 900 - History & Geography

Type of Record: File File Restriction Level: Open

Archival Description: This record is one of the Migrated Archives Collection in Pustaka, Allow Public Search: Yes

Next Review Date: Reprography: Yes

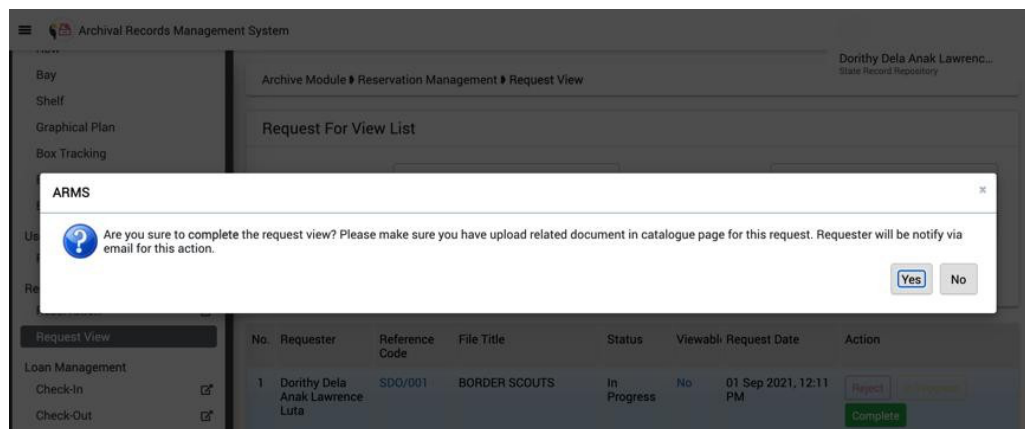
Cross Referencing: Record Format: Paper

Select Remove

Drop files here to upload or Select from your computer

Delete

Images



Online copy of this documented information is the latest

Document No. : GL-AM-03
 Revision No. : 2
 Effective Date : 1 November 2024

- 7.0 Then the DO shall return to sub module “Request View” and click “Complete” button to complete the user request.

Archival Records Management System

Archive Module • Reservation Management • Request View

Request For View List

Reference Code: File Title:

Requester: Request Status:

Search

No.	Requester	Reference Code	File Title	Status	Viewable Request Date	Action
1	NORLAILAWATY BINTI ISMAIL	CO 1030/1494	Appointment of Head of State Vol.2 1963	Completed	Yes 27 Oct 2021, 09:39 AM	Reject In Progress Complete
2	Dorothy Dela Anak Lawrence Lutta	UPN/S/105/1	Airport Development in Sarawak	Rejected	No 22 Oct 2021, 11:30 AM	Reject In Progress Complete
3	Dorothy Dela	A/7/2	ACCOUNTS :	Rejected	No 22 Oct 2021, 11:30	Reject In Progress Complete

- 8.0 If the digital copies of the records is not available in the system, the DO will upload the digital copies of the records into the system and update the details of the record.

Archival Records Management System

Accession

Accession Details (Completed)

Accession ID: 2000/0000015 Depositor Name: SEMATAN DISTRICT OFFICE

Files

Record Id

Series: Subject:

Type of Record: File Restriction Level:

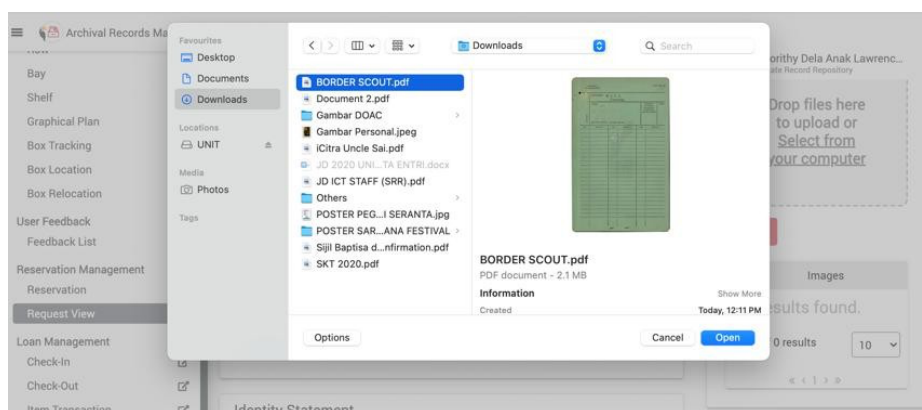
Archival Description: Allow Public Search:

Images

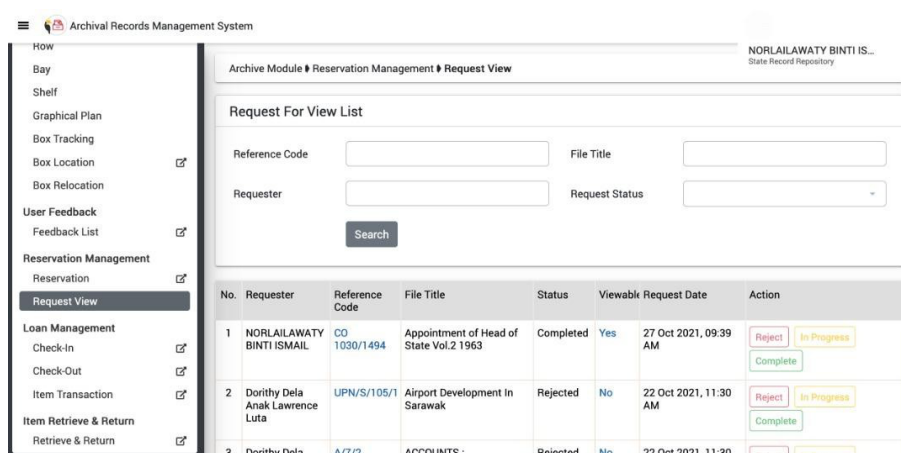
Only JPG, PNG and PDF types are allowed. Max file size is 700MB.

Drop files here to upload or Select from

Online copy of this documented information is the latest



9.0 Then the DO shall return to sub module “Request View” and click “Complete” button to complete the user request.



Online copy of this documented information is the latest

Document No. : GL-AM-03
 Revision No. : 2
 Effective Date : 1 November 2024