

Guidelines

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1 August 2024

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1 August 2024

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Document No. : GL-AM-05
Revision No. : 1
Effective Date : 1 November 2024

The purpose of this guideline is to provide a guide to data entry for files transfer from department/agencies into the Archival Records Management System (ARMS) at State Records Repository are done systematically.

EXPLANATIONS

- 1.0 Upon receiving transferred files from Departmental Records Transfer Unit, the library assistant LA or designated officer DO shall login to Archival Records Management System (ARMS) using registered username and password.
- 1.2 The LA or DO shall retrieve data for the transferred file by accession ID or depositor name.
- 1.3 The LA or DO shall input the element of 7 areas of descriptive information:
 - 1.3.1 Identity statement
 - 1.3.2 Context area
 - 1.3.3 Content and structure area
 - 1.3.4 Condition of access and use area
 - 1.3.5 Allies material area
 - 1.3.6 Note area
 - 1.3.7 External resources
- 1.4 The LA or DO shall key in data into Archival Records Management System (ARMS) as the following:
 - 1.4.1 Identity Statement

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- 1.4.1.1 Reference code: FR.51.8 (Example)
- 1.4.1.2 Title: Similajau Forest Reserve. Legal Constitution (Example)
- 1.4.1.3 Dates: 02 Feb 1995 - 03 Jul 1958 (Example)
- 1.4.1.4 Level of description: Level Description 1 (Example)
- 1.4.1.5 Extent and medium of the unit of description: 200 Pages (Example)

1.4.2 Context

Input the name of creator: *B*
(Example)

1.4.3 Note Area

Input the additional information about the item.
This item had been microfilmed and digitized. (Example)
Please refer to Records and Archives Reference Service (RECARS). (Example)

1.4.4 External Resources

Input the URL: <https://www.pustaka.sarawak.com/pages.php?do=recars> (Example)

1.5 Assign the box number according to the items kept inside each box.

1.6 The box will be assigned based on the designated location:

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Example:

- 1.6.1 Building : State Records Repository (Example)
- 1.6.2 Repository : RP3 (Example)
- 1.6.3 Section : A (Example)
- 1.6.4 Row : 01 (Example)
- 1.6.5 Bay : a - h (depends on the compactus length)
: (Example)
- 1.6.6 Shelf : 01 - 05 (Example)
- 1.6.7 Box : 01- 30 (Example)

- 1.7 The LA or DO must select the repository location to assign row/section/bay/shelf in order to assign the location of the box.
- 1.8 After assigning the location, the LA or DO shall print the box label and file label by clicking "Print Box Label" and "Print File Label" in ARMS.
- 1.9 Before the box and file are placed in the designated repository, the LA or DO must attach the box and file label to the box and file.

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