

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-04
Revision No. : 1
Effective Date : 1 November 2024

This guideline applies to the fumigation of records and archives that will be transferred to the State Records Repository (SRR) before being stored and preserved in the Repository.

EXPLANATIONS

1.0 Attire for the fumigation process

- 1.1 Before performing the fumigation process for records and archives, the LA or DO must wear Personal Protective Equipment (PPE) as the following:

- 1.1.1 Chemical resistant glove: Wear chemical resistant gloves at all times.
- 1.1.2 N95 Face mask: Wear full coverage goggles or N95 face mask.
- 1.1.3 Clothing: Wear long pants to prevent any direct exposure to the skin from chemical exposure and dust.
- 1.1.4 Lab coat: Wear a lab coat that covers the arms.

2.0 Obtaining Records and Archives for Fumigation

- 2.1 The Librarian or other Designated Officer (DO) shall provide and conduct the fumigation process of each record and file using the Bio Master Fumigation machine after the records and archives have been processed in accordance with QP-AM-01 Transfer and Receiving of Public Records and Archives and G L-AM-03 Processing of Transferred of Public Records and Archives.

Online copy of this documented information is the latest

3.0 Pre-Fumigation Process

3.1 Upon receiving the files for fumigation, the Librarian or DO shall fill the Log Pewasapan Rekod dan Bahan Arkib for each of the records fumigated. The required information is as follows:

- a. Organization
- b. Fumigation Date
 - Start
 - End
- c. Box Number
- d. Total number of Files
- e. Width of the files
- f. Total number of the box after fumigation
- g. Sent by (From DO of Data Entry and Access Unit)
- h. Received by (From DO of Preservation of Archives Collection Unit)
- i. Remarks

3.2 Before the machine commences, the Librarian or DO must close the Bio Fumigator Machine Chamber and ensure all files are place inside the machine. Only ONE NANO PALLET VAPOR shall be used across each fumigation process.

4.0 Post Fumigation Process

4.1 The Librarian or DO responsible for shelving shall retrieve the records and archives from the fumigation chamber once the fumigation operation is complete.

4.2 The Librarian or DO on duty for shelving must ensure that the

Online copy of this documented information is the latest

fumigated records and archives are shelved in the designated repository within four working days

Annex:

-