

# FILING, RECORD & DOCUMENTATION

Duration: 2 Day(s)

www.pcss.com.my

PCSS PMI ID No: 110994  
RCP ID No: 12-0133  
Course ID: PCSS640

## Course Objective

1. Plan and make filing systems more efficient.
2. Outline & interpret different methods of classification like subject, numerical & alphabetical etc
3. Apply efficient methods of record classification, indexing & storing
4. Plan & develop a records retention schedule
5. Control file movement

## Course Overview

1. Theory & Practices in Records Management
2. File Operation
3. Security and Characteristics of an Efficient Records Form
4. Rules and Regulations Governing Records Management
5. Last Stages in Records Management

### Methodology

- Lecture
- Case studies
- Group discussion
- Presentation

## Course Topic

### 1. Theory & Practices in Records Management

- Record management is a technique in management
- Life cycle of records – creation, usage/maintenance and deposition
- Categories of records
- Benefits of Record Management Program
- Uses and importance of records to an organization
- Use of electronic media in Records Management

### 2. File Operation

- Opening and closing files
- Correspondence and files
- File titles and classification in a filing system
- Use of practical file covers
- Minute paper – its uses and functions
- Controls of records/file movement

### 3. Security and Characteristics of an Efficient Records Form

- Suitability
- Basic requirements
- Restrictions
- Control of environment, pest & enemies of records

### 4. Rules and Regulations Governing Records Management

- Acts and Ordinance
- Directives and related circulars
- Awareness on the existence of various rules pertaining to Records Management
- What is our responsibility?

### 5. Last Stages in Records Management

- What happens to records?
- Different values of records and its usage
- How to determine the methods of disposition of records?
- Activities involved in disposition of records

## APPROVED EDUCATION CENTRE

Fees RM1000/Pax  
Min 5 pax in-house  
Max 20 Pax

# PCSS<sup>®</sup>

The Project Management Specialist

### PCSS Group of Companies

PCSS Consultancy Sdn Bhd (694039-P)

PCSS Resources Sdn Bhd (919214-K)

#### Kuching

No. 46, 2nd Floor, Lot 5396 Block 16,  
RH Plaza, BDC 93250 Kuching  
Sarawak  
Tel: +6082-456770  
E-mail: admin@pcss.com.my

#### Miri

Lot 1917, Block E&F 2nd Floor  
Jalan Datuk Edward Jeli,  
98007 Miri, Sarawak  
E-mail: admin@pcss.com.my

#### Singapore

64c Pagoda Street  
059223, Singapore.  
Contact person: Jason Teoh  
E-mail: jason.teoh@pcss.com.my  
Phone: +65 9712228

