



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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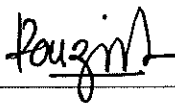

RECORDS & FILING MANAGEMENT

EFFECTIVE DATE: 16/08/2023

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RECORDS & FILING MANAGEMENT

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| Date: 16/08/2023 | Date: 16/08/2023 |

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1. OBJECTIVE

To ensure that the process of managing MSD personal and general records is conducted efficiently in accordance with the policies, rules and regulations.

2. SCOPE

This process is implemented by the Integrity and Governance Unit, Management Services Division of International Islamic University Malaysia.

3. DEFINITIONS/ ABBREVIATIONS

Definitions:


Records are defined as official documents that are related to the operations of the MSD in particular and IIUM in general.

Abbreviations:

- a) DD : Deputy Director
- b) SAD : Senior Assistant Director
- c) SAA : Senior Administrative Assistant
- d) AA : Administrative Assistant
- e) K/C/D/I/O : Kulliyah/ Centre/ Department/Institute/Office
- f) HOD : Head of Department
- g) RMC : Records Management Committee
- h) IDMS : IIUM Documents Management System
- i) HURIS : Human Resource Information System

4. REFERENCES

- 4.1 IIUM rules and regulations
- 4.2 Relevant Government Circulars

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5. RESPONSIBILITY AND DETAILED PROCEDURE

| RESPONSIBILITY | DETAILED PROCEDURE |
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| <p>Staff of MSD</p> <p>SAA / AA</p> | <p>Stage 1: Receiving documents from various units in MSD</p> <p>1.1 MSD's staff place their documents for filing at the allocated space.</p> <p>1.2 Filing unit staff in charged of records collects the documents for scanning, indexing & Optical Character Recognition (OCR) in IDMS</p> |
| SAA / AA | <p>Stage 2: Scanning, Indexing and OCR of documents in IDMS</p> <p>2.1 Loosen the paper by removing all staples/rubber bands/paper clips/etc</p> <p>2.2 Photocopy all non-standard size documents</p> <p>2.3 Cross out all recycled paper pages</p> <p>2.4 Scan the document</p> <p>2.5 Delete any blank/recycled paper pages</p> <p>2.6 Index and OCR the document</p> <p>2.7 Upload the scanned document in IDMS (for active and inactive staff).</p> <p>2.8 Restaple the documents together</p> <p>2.9 File the records accordingly in the respective personal or general file</p> |
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| SAA / AA | <p>Stage 3: Opening of files for newly hired staff or new topics in General Files</p> <p>3.1 Create a new file for the newly hired staff or newly created filing codes under General File.</p> <p>3.2 Label it accordingly.</p> <p>3.3 Tag its location at the filing cabinet and on the file cover</p> <p>3.4 Create a folder in IDMS</p> |
| SAA / AA | <p>Stage 4: Filing documents into Personal Files/General Files</p> <p>4.1 Sort the documents according to staff number or filing code number and dates of the documents.</p> <p>4.2 Punch a hole at the middle left side of the paper</p> <p>4.3 Get the respective file from the filing room</p> <p>4.4 Assess the thickness of the file. If more than 4cm / 100 sheets, to open new file, if not, to proceed with filing the document</p> <p>4.5 Write the sheet number</p> <p>4.6 Fill up the minutes sheet with the documents' details and sheet number</p> <p>4.7 Return the file to the filing room</p> |
| SAA / AA | <p>Stage 5 : Closing of files if more than 4cm / 100 sheets & archival process to Regalia / Inactive room</p> <p>5.1 Close the file exceeding 4cm / 100 sheets and record the date on the file</p> <p>5.2 Create masterlist of close file</p> <p>5.3 Request boxes and new barcode from Dar Al-Hikmah Library</p> <p>5.4 Separate boxes by disposal year for personal files and general</p> |



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| | <p>files.</p> <p>5.5 Attach the barcode</p> <p>5.6 Once all boxes are full and reach 80 boxes, fill up the Regalia form</p> <p>5.7 Make arrangement with Dar Al-Hikmah Library to send the boxes to Regalia</p> <p>5.8 File all delivery receipts for account consolidation by Dar Al-Hikmah Library</p> |
| SAA / AA | <p>Stage 6: Retrieving of original files or documents</p> <p>6.1 Upon receiving request to retrieve the original documents, trace the location of the documents / files required</p> <p>6.2 If the files / documents are in the filing room, locate the file and fill up the file movement card</p> <p>6.3 Place the file movement card in the allocated box for monitoring the file movement purposes</p> <p>6.4 Follow up for the file from the borrower within 1 month</p> <p>6.5 If the files / documents are at Regalia, locate the box and fill up the Regalia box retrieval form</p> <p>6.6 Make arrangement with Dar Al-Hikmah Library for delivery of the boxes by Regalia</p> <p>6.7 File all delivery receipts for account consolidation by Dar Al-Hikmah Library</p> <p>6.8 Take out the file from the box and pass it to the requestor.</p> <p>6.9 Pass the file to the requestor</p> <p>6.10 Place the box at the Regalia Box Retrieval section in the filing room while waiting for the file/documents to be returned</p> |



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| | <ul style="list-style-type: none">6.11 Once returned, update the file movement card and place the files/documents into the same regalia box6.12 Make arrangement with Dar Al-Hikmah Library to send the boxes to Regalia6.13 File all delivery receipts for account consolidation by Dar Al-Hikmah Library |
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6. QUALITY RECORDS

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|------------|----------------------------|--|-----------------|-----------------------|
| 1. | IIUM Personal File | 20 years after staff ceased employment | MSD Filing Room | IGU |
| 2. | IIUM General File | As per retention period specified in the IIUM code of File Disposal | MSD Filing Room | IGU |

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7. FLOW CHART

