



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

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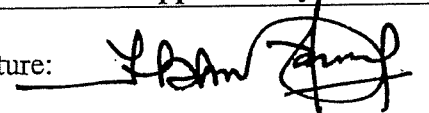
RECORDS & FILING MANAGEMENT

EFFECTIVE DATE: 01/08/2019

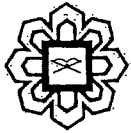
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## RECORDS & FILING MANAGEMENT

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Date: 01/08/2019	Date: 01/08/2019

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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 Data & Records Management 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) Alchemy : Old version of digital records management system used by MSD
- i) IDMS : IIUM Documents Management System
- j) 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
Staff of MSD  AAA / SAA	<b>Stage 1 : Receiving documents from various units in MSD</b>  1.1 MSD's staff place their documents for filing at the allocated space.  1.2 DRMU staff in charged of records collects the documents for scanning, indexing & Optical Character Recognition (OCR) in Alchemy / IDMS
AAA / SAA	<b>Stage 2 : Scanning, Indexing &amp; OCR of documents in Alchemy / IDMS</b>  2.1 Loosen the paper by removing all stapples / rubber bands / paper clips / etc  2.2 Photocopy all non-standard size documents  2.3 Cross out all recycled paper pages  2.4 Scan the document  2.5 Delete any blank / recycled paper pages  2.6 Index & OCR the document  2.7 Upload the scanned document in Alchemy (for old inactive staff) / IDMS (for active staff).  2.8 Restaple the documents together



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	<p>2.9 File the records accordingly in the respective personal or general file</p>
AAA / SAA	<p><b>Stage 3 : Opening of files for newly hired staff or new topics in General Files</b></p> <p>3.1 Create a new file for 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 Alchemy and Lotus Notes</p>
AAA / SAA	<p><b>Stage 4 : Filing documents into Personal Files / General Files</b></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>



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4.7 Return the file to the filing room

AAA / SAA


**Stage 5 : Closing of files if more than 4cm / 100 sheets & archival process to Regalia / Inactive room**

- 5.1 Close the file exceeding 4cm / 100 sheets and record the date on the file
- 5.2 Create new folder in Lotus Notes and Alchemy (for General Files only)
- 5.3 Record the Regalia Box number
- 5.4 Separate boxes for documents, closed personal files and closed general files.
- 5.5 Attach the bar code
- 5.6 Update the Regalia Masterlist
- 5.7 Once all boxes are full and reach 20 boxes, fill up the Regalia form
- 5.8 Make arrangement to send the boxes to Regalia
- 5.9 File all delivery receipts for account consolidation by Finance Division

AAA / SAA

**Stage 6 : Retrieving of original files or documents**

- 6.1 Upon receiving request to retrieve the original documents, trace the location of the documents / files required

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## 6. QUALITY RECORDS

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



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## 7. FLOW CHART

