



MANAGEMENT SERVICES DIVISION

APPOINTMENT OF RECORDS OFFICER

Name of K/C/D/I/O :

NEW APPOINTMENT :

NAME : _____

STAFF NO : _____

DESIGNATION : _____

EXT. NO : _____

GRADE : _____

HP. NO : _____

EMAIL : _____

START DATE : _____

As a records officer, I am responsible for the following :

- 1 To **register any new filing code** required by the KCDIO with the secretary of the IIUM Records Management Committee.
- 2 To maintain proper records of the **KCDIO filing masterlist (sub-topic 3)**.
- 3 To manage **proper records keeping** at the KCDIO as per the university's rules and regulations.
- 4 To take necessary effort to **minimise risk of damage to or loss of records** at KCDIO due to heat, fire, moisture, fungus, pest, theft, filing management negligence, or others.
- 5 To **control the movement of records** at the KCDIO.
- 6 To **coordinate and conduct training or activities** related to records management at the KCDIO.
- 7 To manage the **archival of KCDIO's inactive records** until the required retention period as per the university's disposal schedule and guidelines.
- 8 To manage the **disposal of KCDIO's inactive records** that have fulfilled the retention period as per the university's disposal schedule and guidelines.

Note:

- 1) Please use additional form if more than 1 records officers have been appointed at your KCDIO.
- 2) Kindly submit this form to the Data & Records Management Unit, MSD for our records or email it to records_management@iium.edu.my

REPLACEMENT OF APPOINTMENT :

Please fill in the details below if involves replacement of Records Officer, otherwise leave it blank :

NAME : _____

STAFF NO : _____

REASON : _____

.....
Signature of Records Officer

Date :

.....
Signature & Official Stamp of the Dean / Director

Date :

FOR OFFICE USE :

Date of request received :

Date of information released /updated :