



One Day Intensive Seminar

SBL Claimable Subject to HRDF Approval

# Effective Filing Systems/Records for Secretarial and Clerical Staff

### Introduction

Often we hear a business is only as good as its records. All correspondence with clients, financial information, market and clients' facts are all kept in files. With efficient management practices, your organization can save time, money and information.

### Objectives

- Better awareness of the importance of proper records management practices in an organization
- Ability in organizing the records of an organization more systematically and efficiently
- Able to increase basic knowledge on records management of an organization
- Able to increase efficiency in processing the records / files of an organization especially on the aspect of arrangement, keeping, filing retrieving, maintaining and dispositioning of records
- Good and efficient records management practices will result in cost saving and increase in efficiency

### Outline

#### Theory and Practice in Records Management

- Records management is a technique in management
- Life cycle of records – creation, usage / maintenance and disposition
- Categories of records
- Benefits of records management programme
- Types of records
- Uses and importance of records to an organization

- Suitability, location of records room
- Basic requirement, security, precaution against fires, flood
- Restriction, accessibility to records
- Control on environment, temperature, humidity, cleanliness
- Control of records destroyers / enemies
- Use of suitable filing equipment
- Salvaging of wet records

#### Rules / Regulation Governing Management

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

#### Last Stages in Records Management – Final Destiny

- 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

### File Operation

- Opening and closing of files
- Correspondence and files control of incoming and outgoing mail
- File titles and classification in a filing system
- Use of practical file covers
- Minute papers – its uses and functions
- Control of records or file movement

### Security and Characteristics of a Good Record / Filing Room

**3RD FEBRUARY 2010**  
**JW MARRIOTT HOTEL,**  
**KUALA LUMPUR**

**Conducted By Distinguished Speaker:**  
**MR. S. ADIKALSAMY**

*Dip. (PR), Cert. (UK), Certified Trainer by PSMB.*

Mr. S. Adikalsamy has wide experience in the field of filing and records management. He was formerly with the National Archives of Malaysia for more than 30 years where he was involved in records and archives management work including training programmes. While serving as a Training Officer at the Training and Career Development Branch of the National Archives of Malaysia, he has conducted / trained extensively within the organization and for other government agencies both locally as well as participants from other countries. He has conducted numerous programmes on records management, filing system, subject classification, indexing and archiving which are his forte.

He had conducted in-house training for numerous agencies both for government and private sectors i.e. *Jabatan Peguam Negara, Education Department, Syarikat Fiberail Sdn Bhd, BP Chemical, Hicom-Honda Sdn Bhd, Syarikat Sharp Roxy, Syarikat International Paint, Malaysia Airport Bhd, TNB, Kuching Water Board, Majlis Perbandaran Pulau Pinang, Universiti Putra Malaysia, Westports Sdn Bhd, White Horse Ceramics and many others.*

He holds a Diploma in Public Relations and a Certificate in Archives Studies (United Kingdom). He is a Certified Trainer by Pembangunan Sumber Manusia Berhad (PSMB).

Organised By:



Official Magazine:



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### REGISTRATION FORM

EARLY BIRDS: Registration and Payment by 18th January 2010 – RM688.00 per person

GROUP DISCOUNT: Two or More Persons from same organization – RM750.00 per person

REGULAR FEE: RM800.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & CERTIFICATE

(Crossed Cheque/Bank Draft payable to ASIA PACIFIC DILIGENCE SDN. BHD.)

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*Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.*

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