



Kementerian Perpaduan Negara
Arkib Negara Malaysia

PEMEROLEHAN REKOD PERSENDIRIAN





FUNGSI DAN PERANAN ARKIB NEGARA MALAYSIA

PENGURUSAN REKOD



PENTADBIRAN ARKIB

**PENGURUSAN PENGEMBANGAN
DAN ADVOKASI**



PENTADBIRAN ARKIB

1. PENGESANAN DAN PEMEROLEHAN BAHAN



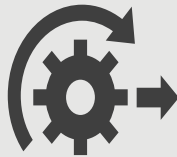
2. PENDOKUMENTASIAN



3. KONSULTASI DAN LATIHAN



4. PEMROSESAN



5. PENDESKRIPSIAN DAN PENYEDIAAN PANDU CARI



6. PENYIMPANAN DAN PEMELIHARAAN



7. PEMULIHARAAN



8. PENDIGITALAN



9. PERKHIDMATAN RUJUKAN DAN AKSES



10. PENGEMBANGAN DAN ADVOKASI



 WISMA WARISAN

PEMEROLEHAN ARKIB PERSENDIRIAN



PUNCA KUASA

AKTA ARKIB NEGARA 2003 (AKTA 629)

Fungsi Ketua Pengarah

Seksyen 7(c)

“memperoleh rekod dan bahan yang pada pendapat Ketua Pengarah adalah atau mungkin mempunyai nilai kebangsaan atau sejarah yang kekal dan lama bertahan atau kedua-duanya”

Pemerolehan Bukan Rekod Awam

Seksyen 31

“Ketua Pengarah boleh memperoleh apa-apa rekod yang bukan rekod awam yang pada pendapatnya adalah atau mungkin mempunyai nilai kebangsaan atau sejarah yang kekal dan lama bertahan atau kedua-duanya”



PUNCA KUASA samb.

SURAT PEKELILING AM BILANGAN 1 TAHUN 2003



KERAJAAN MALAYSIA

SURAT PEKELILING AM BIL. 1 TAHUN 2003

PENGUMPULAN DAN PEMELIHARAAN
SURAT-SURAT PERSENDIRIAN
PENJAWAT-PENJAWAT TINGGI KERAJAAN
DI ARKIB NEGARA MALAYSIA

JABATAN PERDANA MENTERI
MALAYSIA

Bil. 1 Tahun 2003

Penjawat Tinggi Kerajaan

Ketua Setiausaha Negara (KSN), Ketua Pengarah Perkhidmatan Awam (KPPA), Peguam Negara, Ketua Setiausaha Kementerian (KSU), Ketua Jabatan Persekutuan, Setiausaha Kerajaan Negeri (SUK), Ketua Eksekutif Badan Berkanun dan Pegawai-Pegawai Pengurusan Tertinggi

Rekod Persendirian

Rekod-rekod pelbagai jenis seperti surat menyurat peribadi dan rasmi, diari, memori, hasil seni dan kajian, keratan akhbar, buku coretan atau nota, gambar, lukisan, filem, pita rakaman, anugerah, sijil-sijil penghargaan, watak perlantikan dan lain-lain yang berkaitan.



KEPENTINGAN PENGUMPULAN DAN PEMEROLEHAN REKOD PERSENDIRIAN PENJAWAT TINGGI KERAJAAN

Sebagai bukti ketokohan
seorang pentadbir dalam
memberi sumbangan, jasa
dan kepakaran dalam
pentadbiran awam

Mengisi jurang maklumat
sejarah mengenai perkhidmatan
dan pentadbiran negara

Penjawat Tinggi Kerajaan adalah
individu/ tokoh yang terlibat
secara langsung dalam
merangka, menggubal dan
melaksanakan dasar-dasar
kerajaan terutamanya dalam
pentadbiran awam Malaysia

Dikumpul, dipelihara dan
dijadikan rujukan kepada
penyelidik dan generasi akan
datang



PUNCA KUASA samb.

SURAT PEKELILING AM BILANGAN 4 TAHUN 2015



KERAJAAN MALAYSIA

SURAT PEKELILING AM BILANGAN 4 TAHUN 2015

PEMINDAHAN TERBITAN RASMI KE ARKIB NEGARA MALAYSIA

JABATAN PERDANA MENTERI
MALAYSIA

30 OKTOBER 2015

Dikelilingkan kepada:

Semua Ketua Setiausaha Kementerian
Semua Ketua Jabatan Persekutuan
Semua YB Setiausaha Kerajaan Negeri
Semua Ketua Pengurusan Badan Berkanun Persekutuan dan Negeri
Semua Ketua Pengurusan Pihak Berkuasa Tempatan

Tujuan

Keperluan memindahkan satu salinan terbitan rasmi yang diterbitkan ke Arkib Negara Malaysia.

Terbitan Rasmi

Terbitan rasmi meliputi warta kerajaan, laporan, laporan tahunan, prosiding, buletin, jurnal, buku, majalah, brosur, buku cenderamata, poster, poskad, risalah, filem, sinematograf, mikroform, piring hitam, rakaman video dan audio serta media elektronik lain yang diterbitkan (*published*) termasuk yang bertaraf Rahsia Rasmi sama ada bercetak (*hard copy*) dan tidak bercetak (*soft copy*).



OBJEKTIF PEMEROLEHAN

- Memenuhi prinsip “*Total Archives*”
- Melengkapkan jurang bahan arkib dalam simpanan
- Menjadi pusat penyelidikan setempat (*one stop centre*)



KATEGORI ARKIB PERSENDIRIAN

Koleksi Yang Diperoleh Dan Dikumpul Tokoh / Waris Tokoh



Koleksi Yang Dikumpul Oleh Pembekal Atau Collector



Pertubuhan, Organisasi, Institusi, Persatuan, Kelab, Koperasi, Syarikat Perusahaan Dan Perniagaan Serta Badan Bukan Kerajaan Dalam Negara



KOLEKSI
PERSENDIRIAN
02

SURAT
PERSENDIRIAN
01

ARKIB
PERTUBUHAN
03

BAHAN DAN REKOD
LUAR NEGARA
04



Tokoh Mengikut Bidang Dan Kepakaran



Penjawat Tinggi Awam Kerajaan



Bahan Berkenaan Malaysia Di Luar Negara



KAEDAH PEMEROLEHAN BAHAN ARKIB PERSENDIRIAN





KRITERIA PENILAIAN ARKIB PERSENDIRIAN

01

NILAI SEJARAH /
KEBANGSAAN

02

NILAI
PERUNDANGAN

03

NILAI RUJUKAN /
PENYELIDIKAN

04

KEUNIKAN
BAHAN



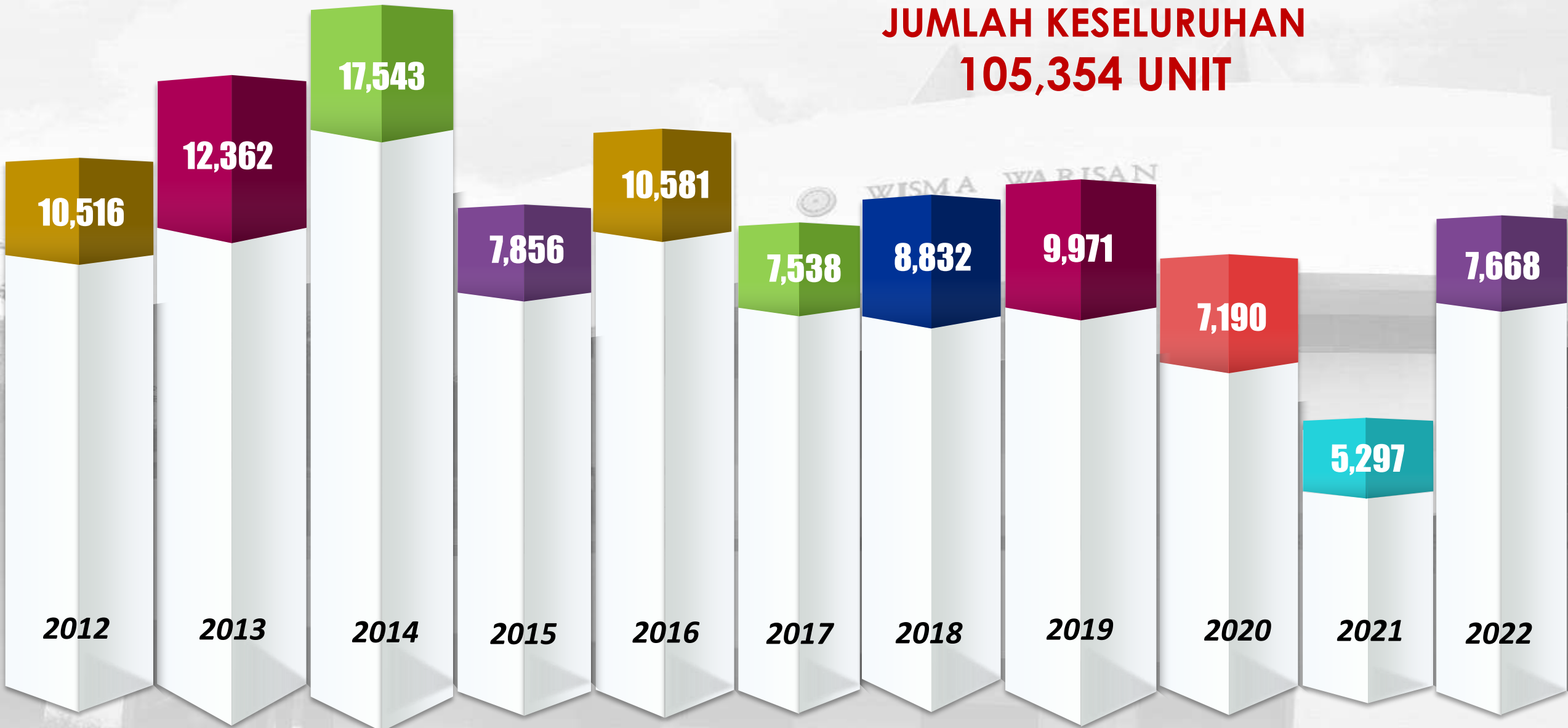
AKTIVITI PEMEROLEHAN BAHAN ARKIB PERSENDIRIAN





STATISTIK PEMEROLEHAN BAHAN ARKIB PERSENDIRIAN (2012-2022)

**JUMLAH KESELURUHAN
105,354 UNIT**





CONTOH KOLEKSI PERSENDIRIAN TOKOH

<i>TOKOH</i>	<i>JAWATAN</i>	<i>JUMLAH BAHAN</i>
JAMES BROOKE	RAJAH PUTIH SARAWAK / TENTERA BRITISH / PENGEMBARA	1,210
NATRAH MAAROF / MARIA BERTHA HERTOGH	ANAK ANGKAT KEPADA CHE AMINAH MOHAMAD / ISTERI KEPADA CIKGU MANSOR ADABI	100
TUN TAN CHENG LOCK	TOKOH POLITIK	818
TAN SRI ZAINAL ABIDIN BIN AHMAD (ZA'ABA)	TOKOH SASTERAWAN DAN BAHASA	10,418
TUN AHMAD SARJI ABDUL HAMID	KETUA SETIAUSAHA NEGARA (KSN)	20,488
DATO' ZAKIAH HANUM BINTI ABDUL HAMID	KETUA PENGARAH ARKIB NEGARA MALAYSIA	2,771
YABHG. TUN MOHAMED SUFFIAN BIN HAJI MOHAMED HASHIM	MANTAN KETUA HAKIM	1,298
TAN SRI DATO' SERI DR. NOOR HISHAM BIN ABDULLAH	KETUA PENGARAH KESIHATAN MALAYSIA (KPKM)	1,353



CONTOH KOLEKSI SURAT PERSENDIRIAN TERAWAL

Bil.	Sumber	Jenis Bahan	Tajuk
1	TENGKU OMAR IBNI SULTAN AHMAD SHAH (BAGINDA OMAR)	Surat Menyurat	1848-1858 Koleksi ini mengandungi surat- menyurat di antara Sultan Baginda Omar dengan pelbagai pihak dari dalam dan luar negara
2	SULTAN ABDUL HAMID, KEDAH	Surat Menyurat	1882-1943 Koleksi surat menyurat



CONTOH KOLEKSI SURAT PERSENDIRIAN TERAWAL samb.

Bil.	Sumber	Jenis Bahan	Tajuk
3	TAN SRI ZAINAL ABIDIN AHMAD (ZA'ABA)	Artikel Gambar Foto	The Hari Raya, 29.9.1903 Tan Sri Za'aba, His Early School Days, Std V. Saint Paul's Institution, Seremban, 1912
4	MUHAMMAD TAHIR BIN SHEIKH MUHAMMAD (SHEIKH TAHIR)	Terbitan	Panel Kod Johor 1912

The background image shows a modern, multi-story building with a white facade and large glass windows. The building has a distinctive architectural style with a curved roofline and a series of vertical columns. The text "WISMA WARISAN" is visible on the upper part of the building. The sky is blue with some clouds. The overall image is in grayscale, except for the red text.

CONTOH KOLEKSI PERSENDIRIAN TOKOH

469



18th September 1916.

Mr. W. William Johnson Esq.,
Sarawak Government Offices,
Millbank House, Westminster.

Dear Sir,

We thank you for yours of the 16th and we note to send you a copy of Clifford's Entertainer in Barnes on publication.

In reply to your enquiry we have not yet met with a copy of Spencer H. Jones's Rajah Brooke in the Builders of the Empire series, but we are still making enquiries and shall no doubt meet with a copy.

Yours faithfully,
Barnett Scarce

REGISTERED NO

ESTD. 1840.

METCHUM & SON,

Stationers,  Printers.

LITHOGRAPHERS, ENGRAVERS

AND

Account Book Manufacturers

SHIPPING ORDERS EXECUTED ON THE SHORTEST NOTICE

MERCHANTS, BANKERS AND PUBLIC COMPANIES

supplied with punctuality & dispatch.

Civil & Parliamentary Stationers.

Copying Clerks sent out to Offices of Private Residents

8, PRINCES ST WESTMINSTER, S.W.

AND

32, Clement's Lane, Lombard Street, E.C.

LONDON.

TELEPHONE NUMBERS,
VICTORIA 1734. AVENUE 1048.

360

CONTRACTORS TO THE ADMIRALTY, WAR OFFICE & CO.

IRWELL & EASTERN RUBBER CO. LTD.

TELEPHONE 511
EAST 4120 & 4121.

TELEGRAMS:
COLSELL, CANNING, LONDON.



*Stephenson Street,
Canning Town, E.*

London July 25th 1916.

Office of the Sarawak Government,
Arlington Street, S.E.
MEMORANDUM

Gentlemen,

Will you please place our name on your list of contractors for the supply of I.R. Asbestos and Leather goods. We are now on the Admiralty, War Office, and India Office lists, also, Crown Agents, and all large Steamship and Railway Co's, so are well versed in the exportation and requirements of our particular manufactures.

We shall esteem your enquiries, and can assure you same shall receive every care and attention.

We are, Gentlemen,
Yours faithfully,
A. W. M. Canning
FOR IRWELL & EASTERN RUBBER CO., LTD.

Koleksi Persendirian Rajah of Sarawak, James Brooke

SMA WARISAN

AMERICAN EXPRESS COMPANY

FOREIGN DEPARTMENT,
24 QUEEN STREET,
LONDON, E.C.

NEW YORK
LONDON
LIVERPOOL
GLASGOW
HAMBURG
ANTWERP
PARIS
BRUSSELS
LUXEMBOURG
ST. LOUIS
CHICAGO
NEW ORLEANS
SAN FRANCISCO
HONOLULU
SYDNEY
MELBOURNE
PERTH
ADELPHI
DURBAN
JOHANNESBURG
CAIRO
ALEXANDRIA
PORT SAID
SUEZ
YENYEN
HANKOW
TIENTSIN
PEKING
HARBIN
MANTCHURIAN
PORT MANILA
CANTON
HONGKONG
SHANGHAI
TOKYO
YOKOHAMA
Kobe
OSAKA
KIOKIYO
FUKUOKA
NAGASAKI
YOKOHAMA
Kobe
OSAKA
KIOKIYO
FUKUOKA
NAGASAKI

J.F. Rowlett, Esq.,
Sarawak Government Offices,
Millbank House,
Westminster.

Dear Sir,

We would acknowledge receipt of your favour of the 3rd inst. enclosing cheque for £10.7.6. and have duly instructed payment of £10. to Mrs. F.M. Ward. Payee's receipt will be sent to you in due course.

Yours very truly,
J.F. Rowlett,
AMERICAN EXPRESS COMPANY.

M.B.

325

Church Army Recreation Hut

Address reply to—*Brookers Camp, Bradford*

Name _____ No. _____

Section _____ Co. _____ Dist. _____ Regt. _____

June 8th 1916

The Secretary
Sarawak State Advisory Council
Millbank House
Westminster.

Dear Sir

In reply to your letter of the 6th inst. in regard to the application of Mrs. Turnbull for an appointment in the Sarawak Service, I beg to inform you that I have not heard of a Woods House department in Sarawak, such existence as to fulfil the necessary being undertaken by the district officer.

I am, Sir, very truly,
Yours faithfully,
J.F. Rowlett
AGENT.

541

10th November 1916

The Rev. J. Wollaston Ward
The Vicarage
Hastings, Mon.

Dear Sir,

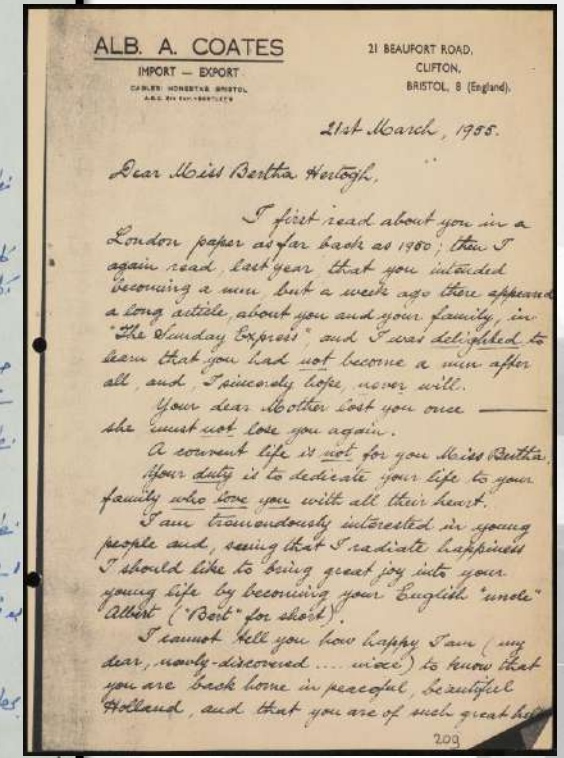
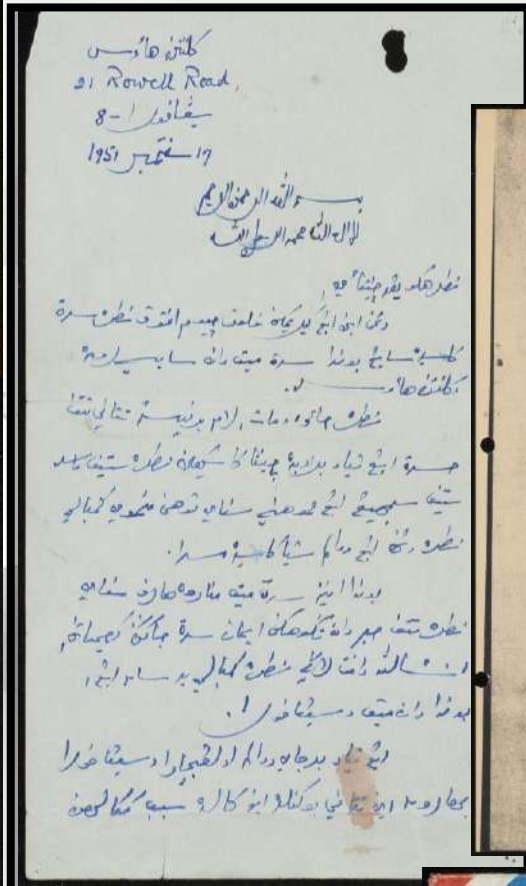
I am directed to acknowledge receipt of your letter and cheque for £10 which amount shall be forwarded to Mrs. Ward at Bruges through the American Express Company.

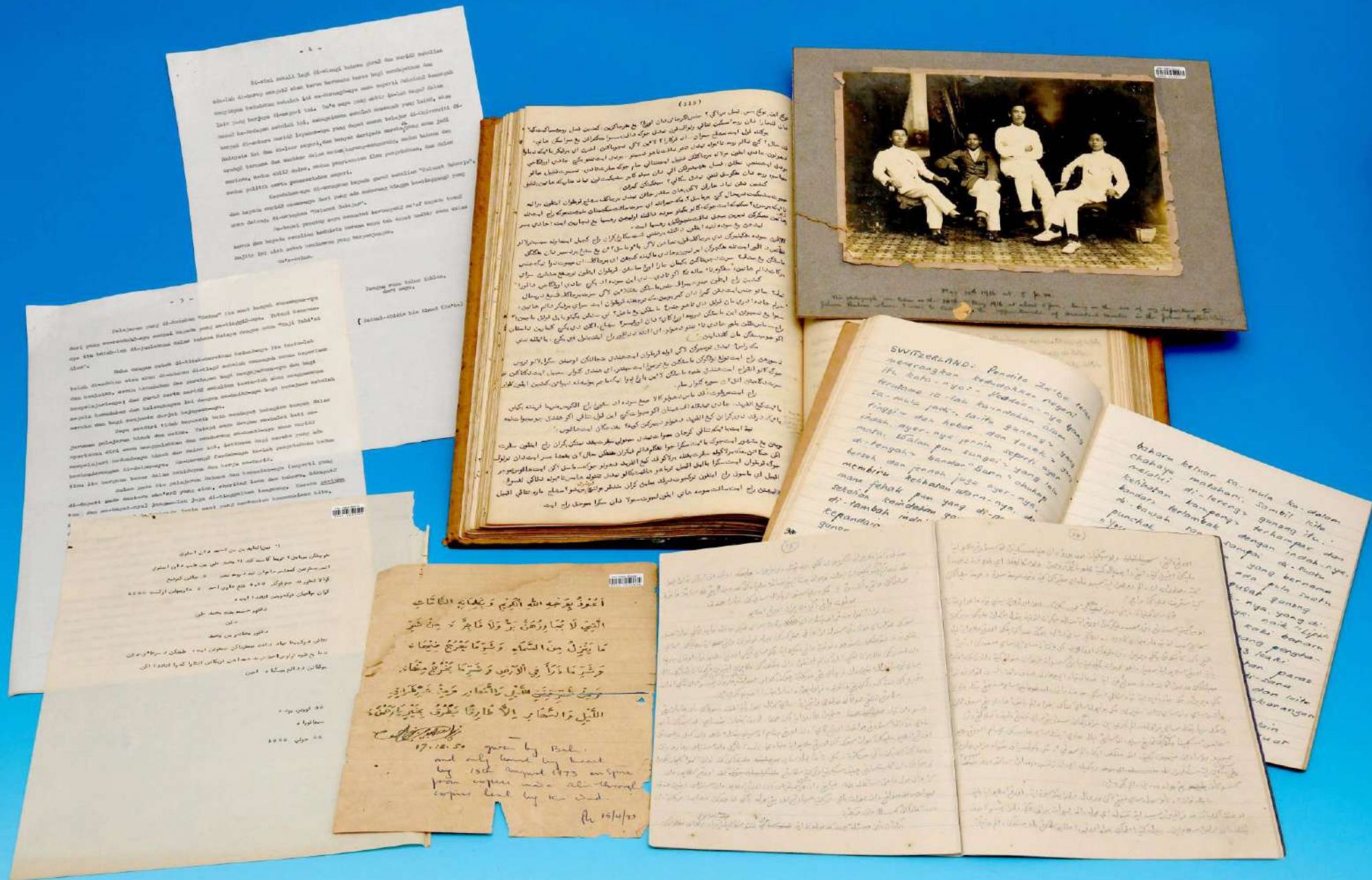
On former occasions we have always received a receipt for the remittance signed by Mrs. Ward herself so that there is no doubt the money has reached her.

A fee of 7/6 for insurance etc. is payable to the Company on the occasion of each remittance and I am to ask you to be good enough when sending the next cheque to add to it the amount required to cover these payments.

I am, Dear Sir,
Yours faithfully,
For the SARAWAK STATE ADVISORY COUNCIL,
Secretary of the Council

Koleksi Persendirian Natrah / Maria Bertha Hertogh





Koleksi Persendirian Tan Sri Zainal Abidin Ahmad (Za'aba)

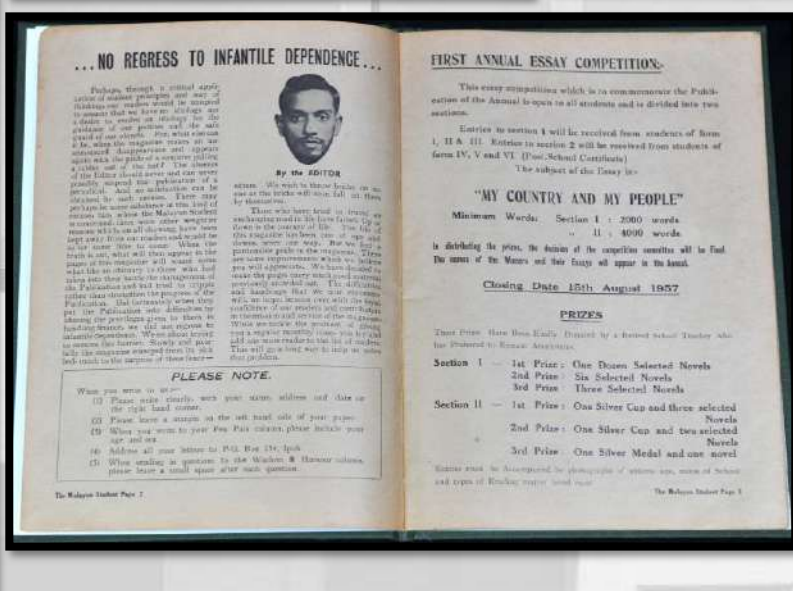
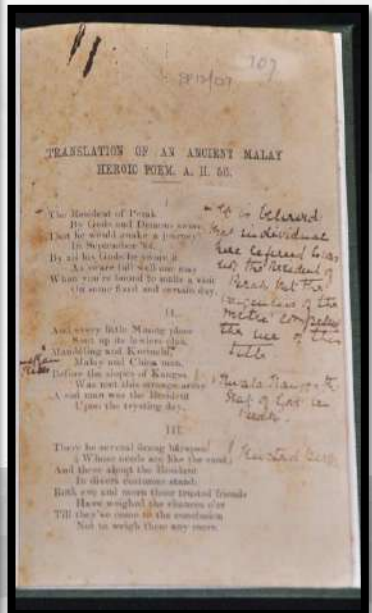
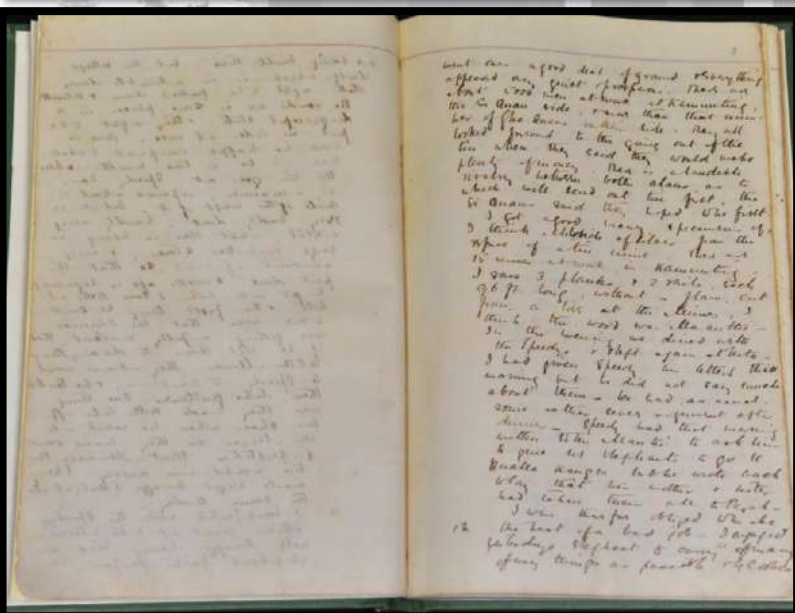
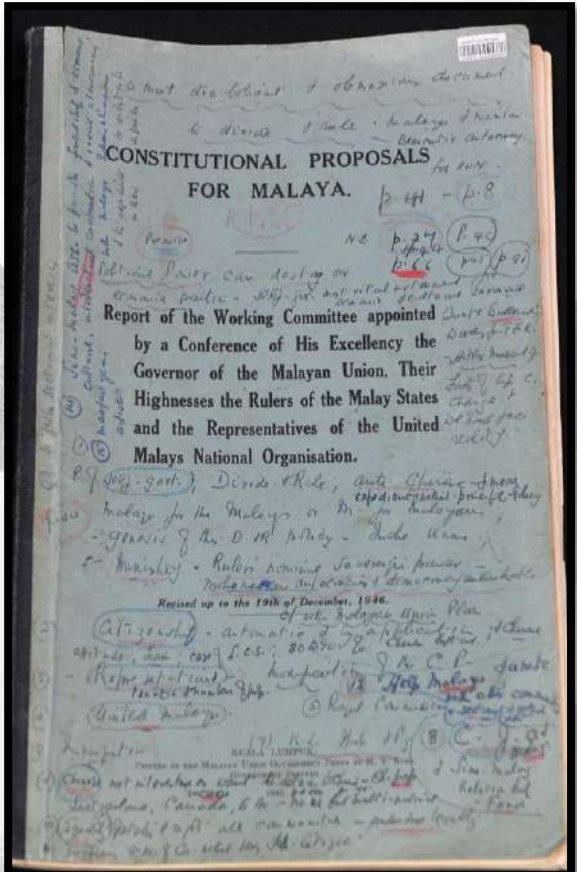
Koleksi Persendirian Allahyarham Tun Ahmad Sarji bin Abdul Hamid Ketua Setiausaha Negara



Rekod Persendirian
mantan Ketua-Ketua
Setiausaha Negara

Tan Sri Abdul Kadir
bin Samsuddin

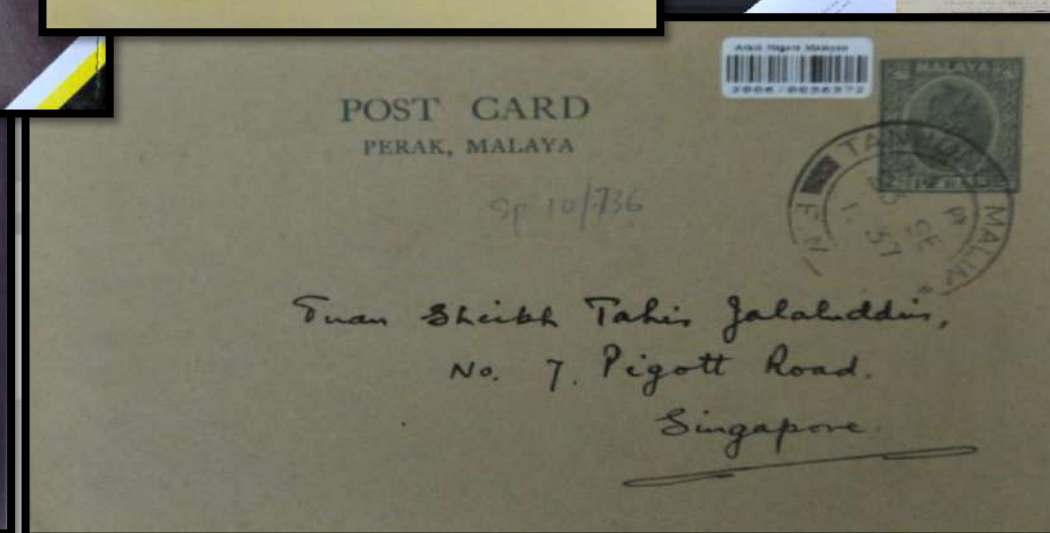
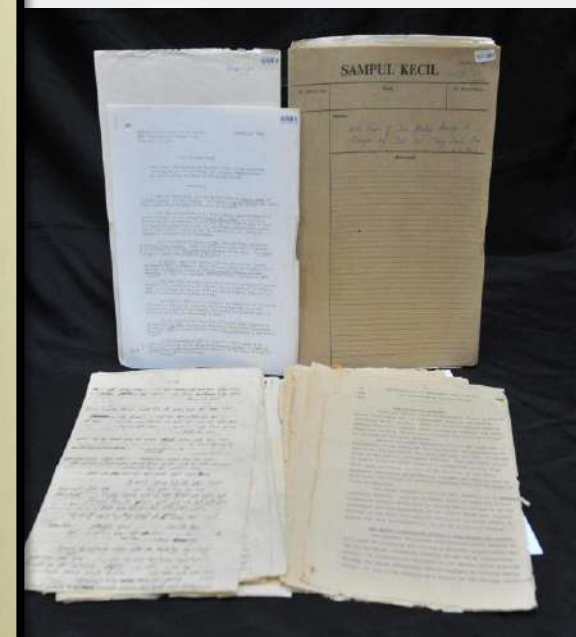
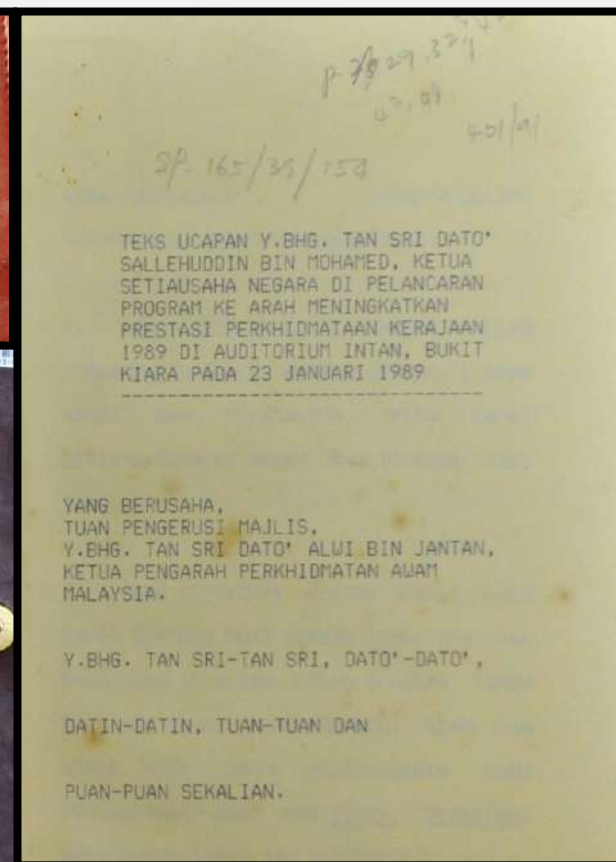
Tan Sri Abdul Halim
Ali





**Koleksi Persendirian Datuk Zakiah Hanum
Ketua Pengarah Arkib Negara Malaysia**

Rekod Persendirian pelbagai sumber

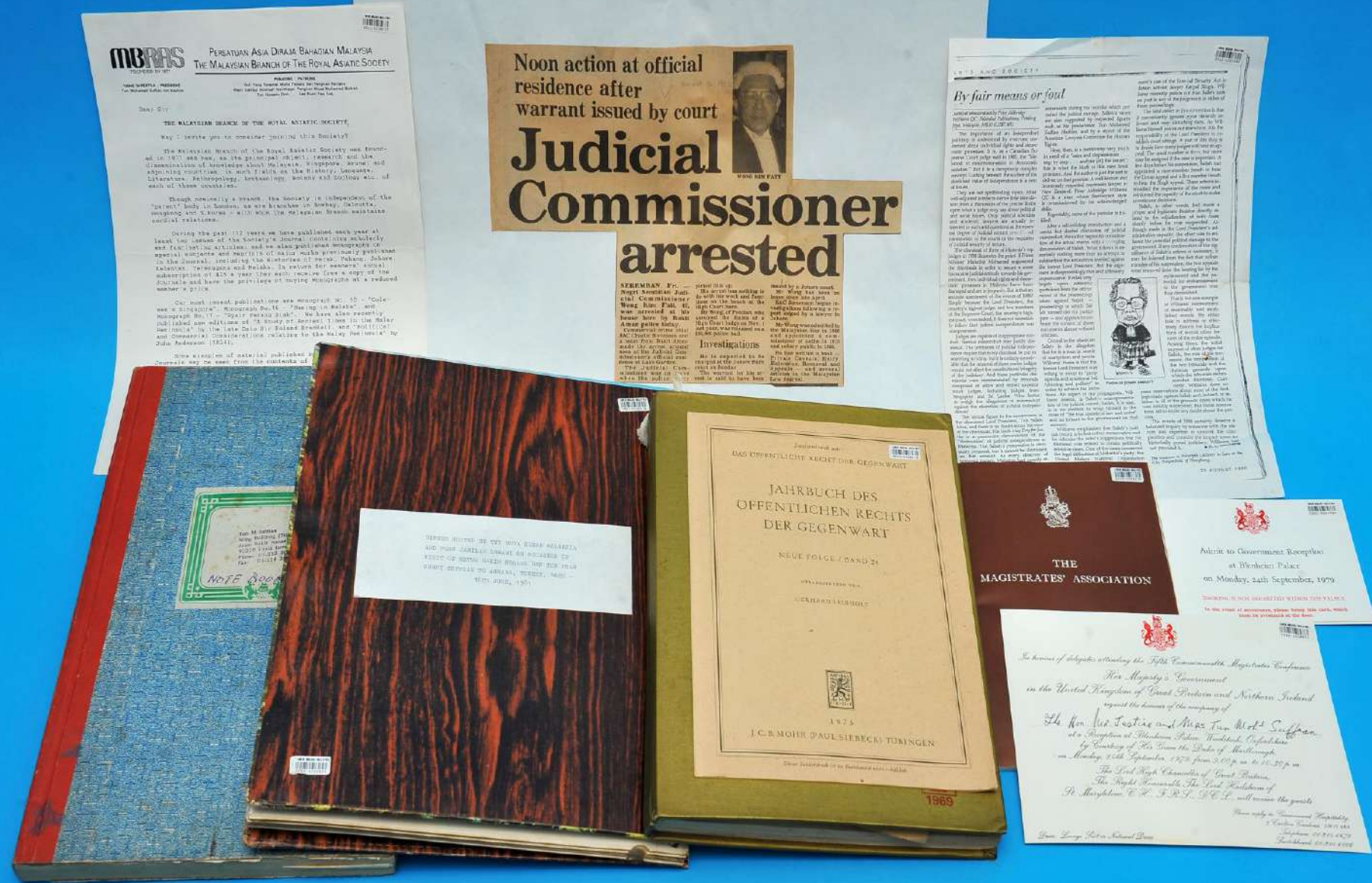


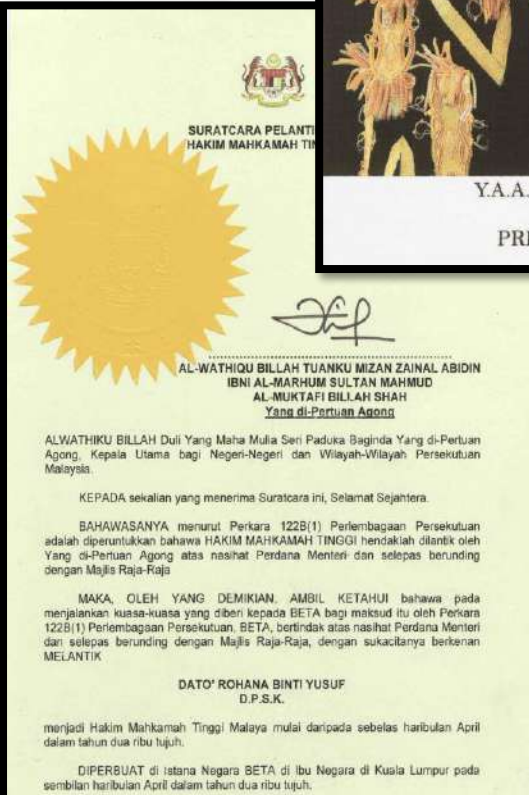


Koleksi Persendirian
YBhg. Tan Sri Dato' Seri Dr. Noor Hisham bin Abdullah
Ketua Pengarah Kesihatan Malaysia

Koleksi Persendirian

YABhg. Tun Mohamed Suffian
bin Haji Mohamed Hashim





Koleksi Persendirian YBhg. Tan Sri Muhammad Shahrul Ikram Yaakob (Ketua Setiausaha KLN)



STATEMENT BY
H.E. AMBASSADOR MUHAMMAD SHAHRUL IKRAM YAAKOB
PERMANENT REPRESENTATIVE OF MALAYSIA
TO THE UNITED NATIONS
ON BEHALF OF THE
ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN)

THE INTERNATIONAL DAY OF LIVING TOGETHER IN PEACE
GENERAL ASSEMBLY HALL, UNITED NATIONS HEADQUARTERS
NEW YORK, 16 MAY 2018



Message from the Secretary General, Ministry of Foreign Affairs

I wish to congratulate the Institute of Diplomacy and Foreign Relations (IDFR) successfully concluding the year 2019. As the Ministry's training institution, IDFR has provided pertinent support to the Ministry in preparing Malaysian diplomats for their assignments abroad and at home.

I also wish to congratulate Dato' Mohd Zamruni Khalid, former Ambassador of Malaysia to Vietnam, on his appointment as the new Director General of IDFR. Dato' Mohd Zamruni brings with him a vast experience in diplomatic and foreign relations that would help steer IDFR to greater heights. I also wish to thank Datuk Mohamad Sadik Kethergany, former Director General of IDFR for his contributions in making IDFR Malaysia's premier institute for diplomacy and foreign relations.

In this challenging era, it is important than ever for the country to equip our diplomats with the relevant skills, diplomatic tools, and know-hows to represent Malaysia effectively in the international arena. Realising this need, the Ministry and IDFR have been and will continue to provide cutting-edge programmes and specialised trainings in crucial areas such as leadership, science, culture, environment, human rights,

His Excellency Antonio Guterres
Secretary-General of the United Nations
NEW YORK



MALAYSIA
PERMANENT MISSION TO THE UNITED NATIONS

STATEMENT BY
H.E. AMBASSADOR MUHAMMAD SHAHRUL IKRAM YAAKOB
THE PERMANENT REPRESENTATIVE OF MALAYSIA

AT THE UNITED NATIONS HIGH LEVEL CONFERENCE OF HEADS OF
COUNTER-TERRORISM AGENCIES OF MEMBER STATES
NEW YORK, 28-29 JUNE 2018

Thank you Mr. Chair,

At the outset, let me thank the Secretary-General, H.E. Mr. António Guterres for convening the first High-Level Conference of Heads of Counter-Terrorism Agencies of Member States under the UN Office of Counter Terrorism (UNOCT). Malaysia sees this meeting as timely and is appreciative of the work undertaken by the UNOCT since its inception a



KUNJUNGAN HORMAT & SIMBOLIK PENYERAHAN KOLEKSI PERSENDIRIAN



YBhg. Tan Sri Dr. Mohd Daud Bakar
(Pengerusi MAIWP)



YBhg. Datuk Wira Ameer Ali Mydin
(Pengarah Urusan MYDIN Mohamed
Holdings Berhad)



YBrs. Dr. Rais Saniman
(Tokoh DEB)



KUNJUNGAN HORMAT & SIMBOLIK PENYERAHAN KOLEKSI PERSENDIRIAN





SIMBOLIK PENYERAHAN REKOD PERSENDIRIAN



Penyerahan Rekod Persendirian daripada waris Allahyarham Dato' Mocktar Baginda



Penyerahan Rekod Persendirian daripada waris Allahyarham YTM Tunku Yaacob Ibni Almarhum Sultan Abdul Hamid Halim Shah



Penyerahan Rekod Persendirian daripada waris Allahyarham Tuan Haji Asa'ari bin Mat Noh (mantan Pengarah Radio IKIM)



BICARA SURAT PERSENDIRIAN & KOLEKSI PERSENDIRIAN SEMPENA HARI MINGGU ARKIB ANTARABANGSA TAHUN 2022





SEMBANG-SEMBANG KOLEKSI BAHAN AUDIOVISUAL SEMPENA HARI WARISAN AUDIOVISUAL SEDUNIA 2022





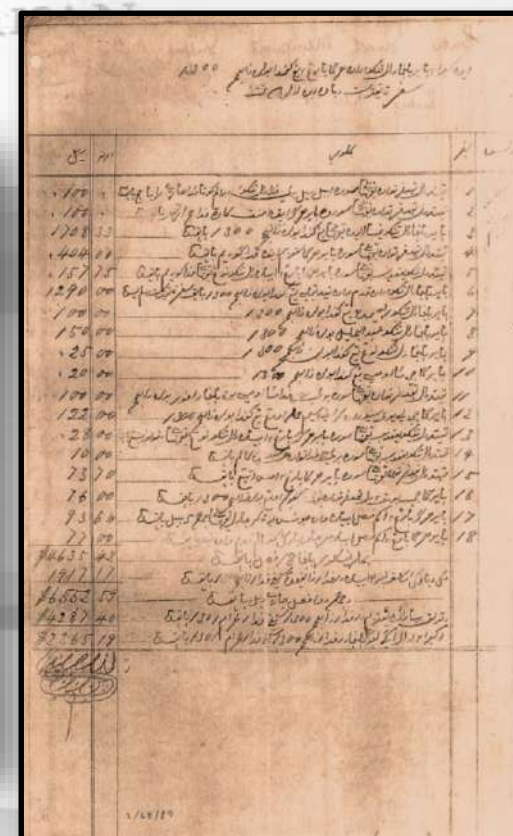
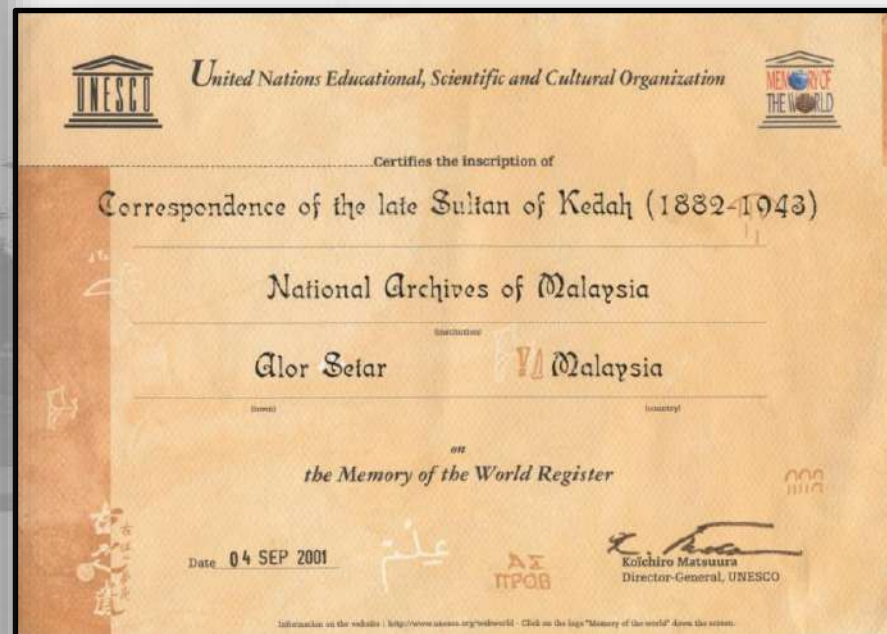
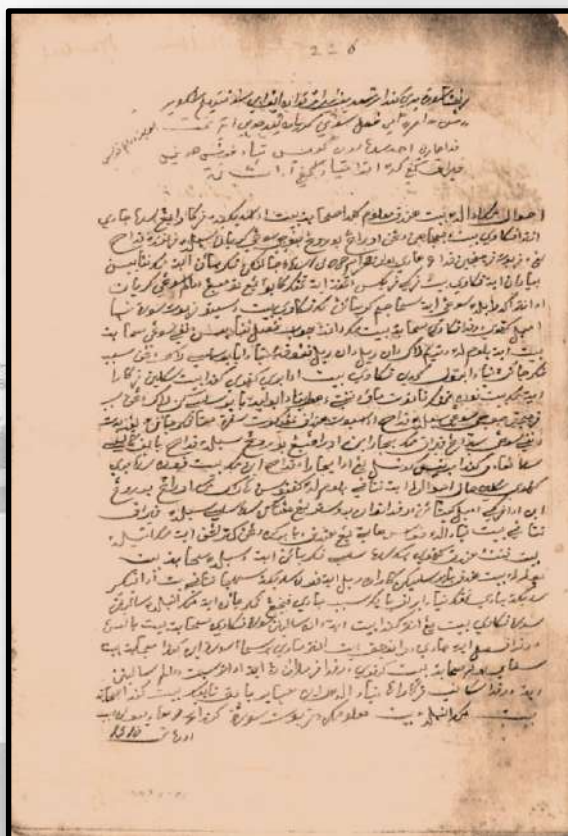
ISU DAN CABARAN

- Kepatuhan kepada undang-undang/akta/pekeliling dan prosedur
- Tahap Kesedaran
- Faktor sumber manusia
- Sumber kewangan
- Hakcipta (*copyright*)
- Empunya (*Ownership*)
- Kaedah pemerolehan
- Polisi



UNESCO MEMORY OF THE WORLD REGISTER – SURAT MENYURAT SULTAN ABDUL HAMID

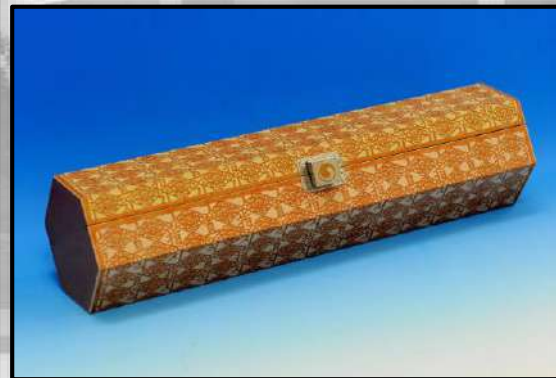
Koleksi 'Surat Menyurat Sultan Abdul Hamid, Kedah (1882-1943)' telah
didaftarkan sebagai UNESCO Memory of the World Register pada tahun
2001





ANUGERAH UNESCO JIKJI MEMORY OF THE WORLD (2009)

Anugerah pengiktirafan kepada Arkib Negara Malaysia yang telah memberikan sumbangan yang signifikan terhadap usaha pemeliharaan dan akses kepada bahan khazanah warisan di peringkat negara, rantau serta dunia.





Arkib Negara Malaysia
Jalan Tuanku Abdul Halim
50568 Kuala Lumpur

WISMA WARISAN

TERIMA KASIH



• +6 03 6209 0771



• spapr@arkib.gov.my



• +6 03 6201 5679



@myarkibnegara | www.arkib.gov.my