



THE GOVERNMENT FILE CLASSIFICATION IN MALAYSIA

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CONSULTANCY AND TRAINING SECTION
NATIONAL ARCHIVES OF MALAYSIA

OVERVIEW

A. WHAT IS "FILE CLASSIFICATION SYSTEM"

B. TYPES OF FILE CLASSIFICATION

C. USE OF FILE CLASSIFICATION
IN GOVERNMENT

D. DEVELOPMENT OF FILE
CLASSIFICATION

E. ROLES AND RESPONSIBILITIES



Public Office File Classification Development Guide 2012



DEFINITION

The process of logically, identifying and grouping information into similar categories/ groups, where each category/ group of records can be identified by its own identity.

(Public Office File Classification Development Guide)

REFERENCE

NATIONAL ARCHIVES ACT 2003 [ACT 629]

Section 7 (h), Function
of the Director
General

to establish standard
and procedures for
the improvement of
public records and
archives management
programmes;

01

Human Resources Service Circular - The Office Management Guide (V.1 2022)

Item 7.2
Classification File

02

REFERENCE

Guidelines

1. Public Office File Classification Development Guide 2012
2. Public Sector Records Management Guide 2016

03

Malaysia Standard

MS ISO 15489-1:2020

Information and Documentation-
Records Management
- Part 1: Concepts and principles (ISO 15489-1:2016, IDT)

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OBJECTIVE OF FILE CLASSIFICATION



**Establish
Uniformity**



**Records
Disposal
Schedule**



**Records
Management**



**DDMS
Key
Prerequisites**

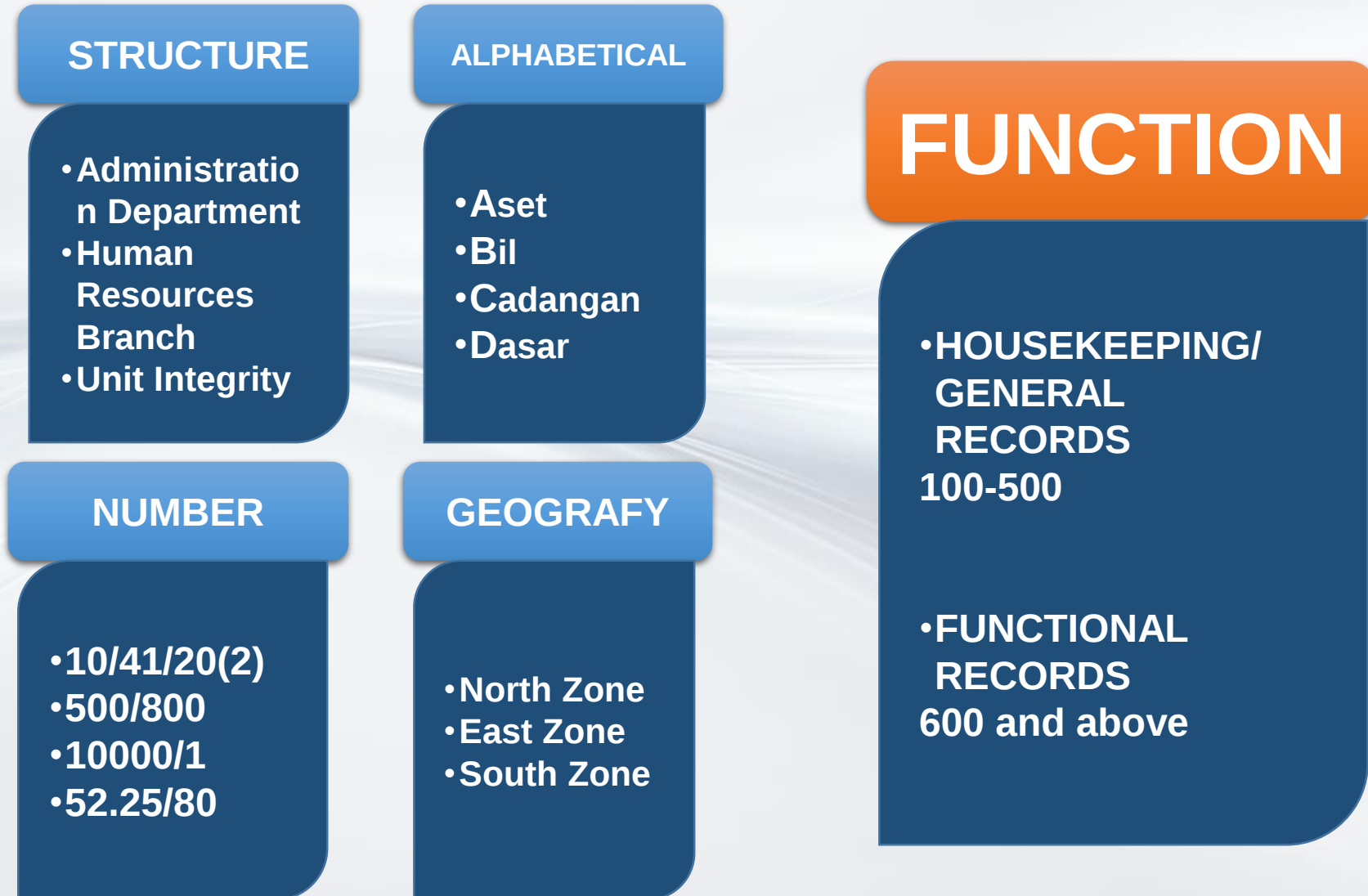


**Sharing
Information**



**3R
Right file,
Right
person &
Right time**

FILE CLASSIFICATION SYSTEM TYPE



FILE CLASSIFICATION SYSTEM CATEGORY

HOUSEKEEPING/ GENERAL

This file contains administrative records for the general management of the organization. For example: Administration, Land, Management, Building and Infrastructure, Asset Management, Financial, Human Resources Management.

FUNCTIONAL

Operational File. Created by the agencies or departments in carrying out its business according to the activity in a particular organisation or department.

FUNCTIONAL

4 Levels;

Covers core records related to **FUNCTION**, **ACTIVITY**, **SUB-ACTIVITY** and TRANSACTION for an organization.

It widely differs in each department in achieving its mission and vision that describes the core function of an organisation.



FUNCTION	Primary/Specific responsibilities perform by the public agency in achieving its objectives. (also known as a core business)
ACTIVITY	Series consisting of aggregations of main activities carried out under a particular business function
SUB-ACTIVITY	Sub-series consisting of aggregations of sub-activities carried out under a particular main activity of an agency
TRANSACTION	Aggregations of files with individual records. Maybe subdivided into volumes

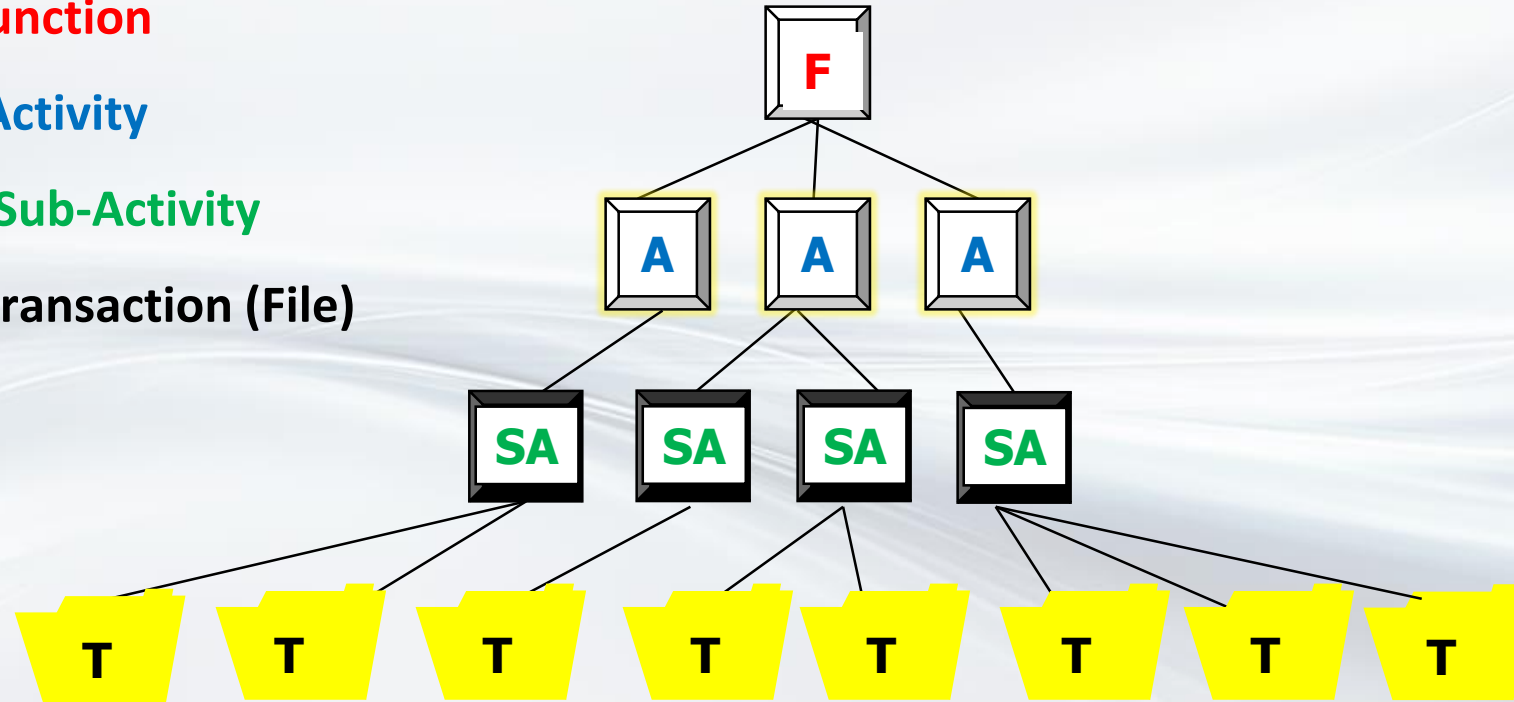
HIERARCHY

F : Function

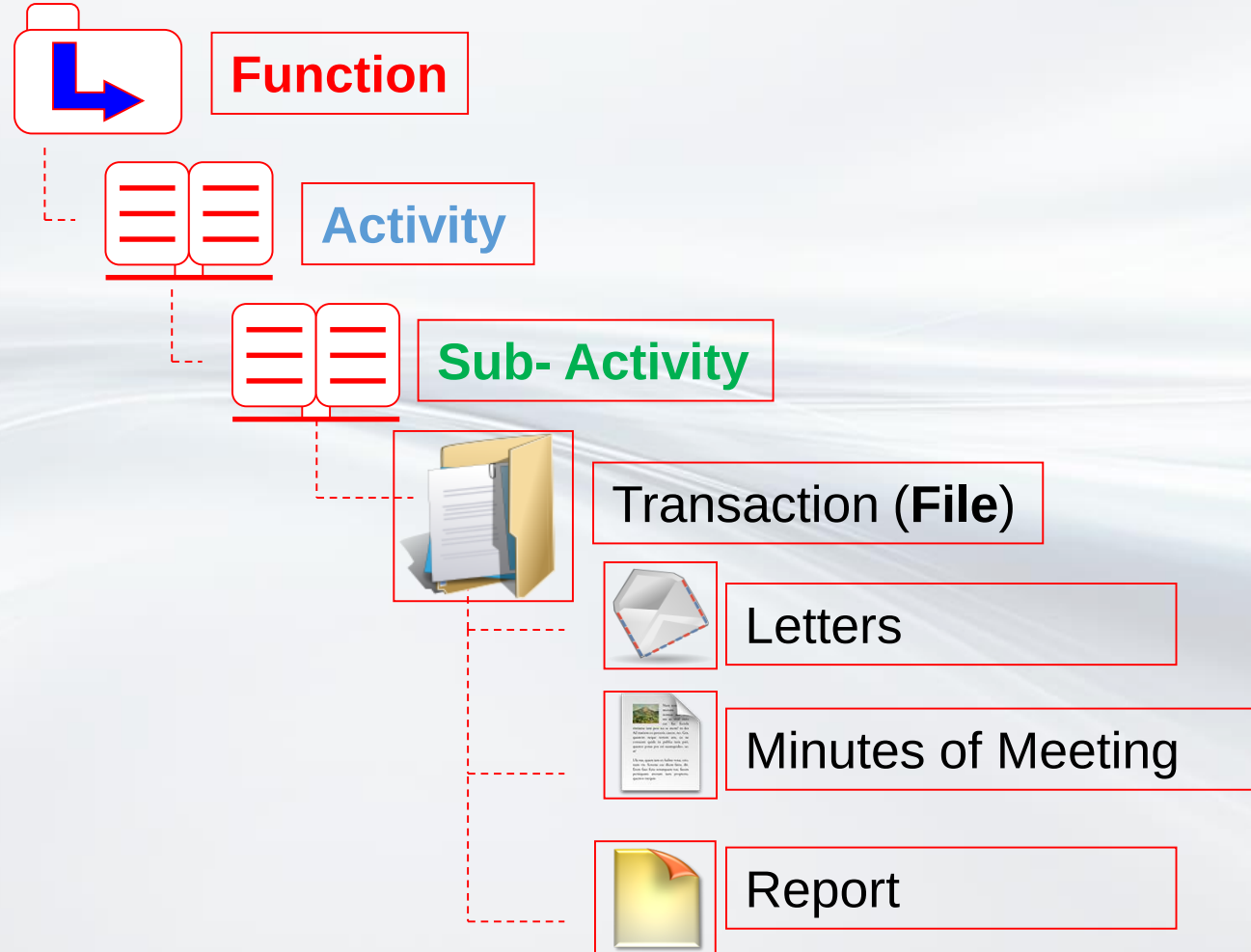
A : Activity

SA : Sub-Activity

T : Transaction (File)



HIERARCHY



HOUSEKEEPING/ GENERAL RECORDS



100 ADMINISTRATION



200 NON-MOVEABLE ASSET MANAGEMENT
(Land, Building and Infrastructure)



300 MOVEABLE ASSET MANAGEMENT
(Aset Alih - Inventori & Capital Property)



**400 FINANCIAL MANAGEMENT AND
ACCOUNTS**



500 HUMAN RESOURCE MANAGEMENT

100 ADMINISTRATION

- 1) Legal**
- 2) Strategic Planning**
- 3) Risk Management**
- 4) Administrative Reporting**
- 5) Advisory Board/ Board of Director**
- 6) Meetings Management**
- 7) Administrative Modernization**
- 8) Implementation of Standard**
- 9) Corporate Communications**
- 10) Parliaments and Dewan Undangan Negeri**

- 11) Ceremonies/ Celebrations/ Festivals**
- 12) Cooperation Programs**
- 13) Clubs/ Associations/ Memberships**
- 14) Records Management**
- 15) Information and Communication Technology**
- 16) Publications**
- 17) Resource Center**
- 18) National Heritage Registration**
- 19) Audit and Inspection**

200 NON-MOVABLE ASSET MANAGEMENT

- 1) Non-Movable Asset Management**
- 2) Land Acquisition, Release and Re-purpose**
- 3) Construction, Acquisition, and Demolition of Building/ Office Space**
- 4) Rental/ Reservation Space/ Facility**
- 5) Security of Land, Building and Infrastructure**
- 6) Physical Monitoring**
- 7) Services and Maintenance**
- 8) Infrastructure Construction and Renovation**
- 9) Government House Management/ Quarters**

300 MOVABLE ASSET MANAGEMENT

- 1) Governance of Movable Asset**
- 2) Movable Asset Management**
- 3) Store and Stock Management**
- 4) Vehicle Management**
- 5) Asset Management (Tangible)**
- 6) Asset Management (Intangible)**

400 FINANCIAL GOVERNANCE

- 1) Financial Governance**
- 2) Finance**
- 3) Accounts**
- 4) Payment**
- 5) Procurement of Goods and Services**
- 6) Contract Management**

500 HUMAN RESOURCE MANAGEMENT

- 1) Human Resources Governance**
- 2) Appointments**
- 3) Post Filing or Recruitment**
- 4) Services**
- 5) Rewards and Benefit Management**
- 6) Competency and Examination**
- 7) Work Targets and Task List**
- 8) Courses and Training**
- 9) Employee Relations and Welfare**
- 10) Personal**



CLASSIFICATION CODE

ANM sets the number for all
General Records from **100 to 500** for use by all Public Offices;

Code **600 and above** will be
used for the **Functional Records**
(core business) of the Public
Offices

CLASSIFICATION CODE

- File Classification code consists of:
 - Public Office Abbreviations and code numbers.

Example: **ARKIB**.100-1/1/1
JTK.600-1/1/1

ARKIB - Arkib Negara Malaysia
JTK - Jabatan Tenaga Kerja

EXAMPLE OF CLASSIFICATION CODE

Example of Centralized Registry

MAMPU.600-1/1/1
ARKIB.100-1/1/1 } (Centralized)

Example of Decentralized Registry:

ARKIB.**BPA**.100-1/1/1

CLASSIFICATION CODE

Example of Classified Records Classification Code:

Contoh : **ARKIB.100-1/1/1(S)**
 ARKIB.100-1/1/1(R)
 ARKIB.100-1/1/1(RB)

S (SULIT) – CONFIDENTIAL

R (RAHSIA) – SECRET

RB (RAHSIA BESAR) – TOP SECRET

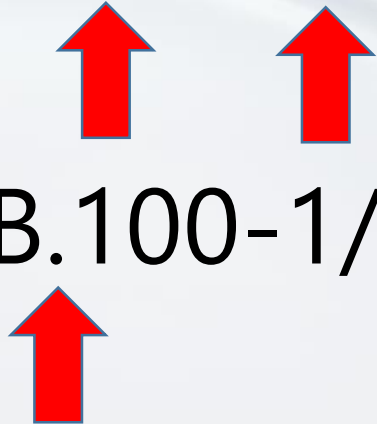
CLASSIFICATION CODE

The use of split marks (tanda pemisah)

- a. **Full Stop** (.) should be used to separate Public Office Abbreviations, departments, and functions

Example: ARKIB.BPA.100-1/1/1

ARKIB.100-1/1/1



CLASSIFICATION CODE

b. **Dashes** (–) should be used to separate functions and activities

Example: ARKIB.100 – 1

Function

Activities

c. **The oblique** (/) should be used to separate activities, sub-activities and transactions.

Example : ARKIB.100 -1/1/1

Function

Activities

Sub-activities

Transaction (File)

CLASSIFICATION CODE

The first-level to fourth-level classification code is as follows:

100

ADMINISTRATION

100-9

Public Relations

100-9/4

Visits

100-9/4/1

Official Visits Abroad

100-9/4/2

Private Visits Abroad

L1

L2

L3

L4

CLASSIFICATION CODE

FUNCTION	ACTIVITY	SUB-ACTIVITY	TRANSACTION (FILE)
ADMINISTRATION	Public Relations	Publicity, Promotion and Protocol	Press Release Company Profile
		Complaints	Customer Complaints

EXAMPLE 4 LEVEL

100 – ADMINISTRATION

100-3 Strategic Planning/ Risk Management

100-3/1 Strategic Planning

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100-3/1/1 NAM Strategic Planning

ation File

100-3/1/2 Pelan Strategik Jangka Panjang

100-3/2 Risk Management

100-3/2/1 Business Continuity Management

100-3/2/2 Operational Risk Management

Fungsi	Aktiviti	Sub-Aktiviti	Transaksi	<u>Deskripsi yang lengkap dan mendalam:</u>
PENGURUSAN PENTADBIRAN				Perkara-perkara berkaitan perundangan, perhubungan awam , program kerjasama dalam dan luar negara, laporan dan perangkaan, pengurusan mesyuarat, kemudahan, pertubuhan dan kelab, pembaharuan pentadbiran, pengurusan pejabat, majlis/sambutan/perayaan dan penerbitan
	Perhubungan Awam			Perkara-perkara berkaitan aktiviti publisiti, promosi dan protokol, pelanggan , lawatan, makluman pertukaran, ucapan penghargaan, takziah atau perutusan
		Pelanggan		Perkara-perkara mengenai aduan pelanggan , hari bertemu pelanggan, Jawatankuasa Kajian Kehendak Pelanggan, dan aduan kepada Kementerian/ orang awam
			Aduan Pelanggan	Perkara-perkara berkaitan aduan, statistik penerimaan bulanan/suku tahun/tahunan aduan pelanggan, maklumbalas tindakan yang telah diambil, ketidakpuasan layanan semasa lawatan, dan penyenaraian aduan mengikut kategori

STEPS IN FILE CLASSIFICATION DEVELOPMENT

PRE- WORKSHOP



Step 1:

Discussion on the File
Classification Development

Step 2:

Establishment of the File
Classification Development
Team

WORKSHOP



Step 3:

File Classification Development

POST- WORKSHOP



Step 4:

File Classification Harmonization

Step 5: Preparation of File
Classification Code/ Manual

Step 6: File Classification
Approval

FILE CLASSIFICATION DEVELOPMENT TOOLS



01

OBJECTIVE, VISION, MISSION, ORGANIZATION CHART



02

FUNCTIONAL CHARTS



03

ANNUAL REPORT



04

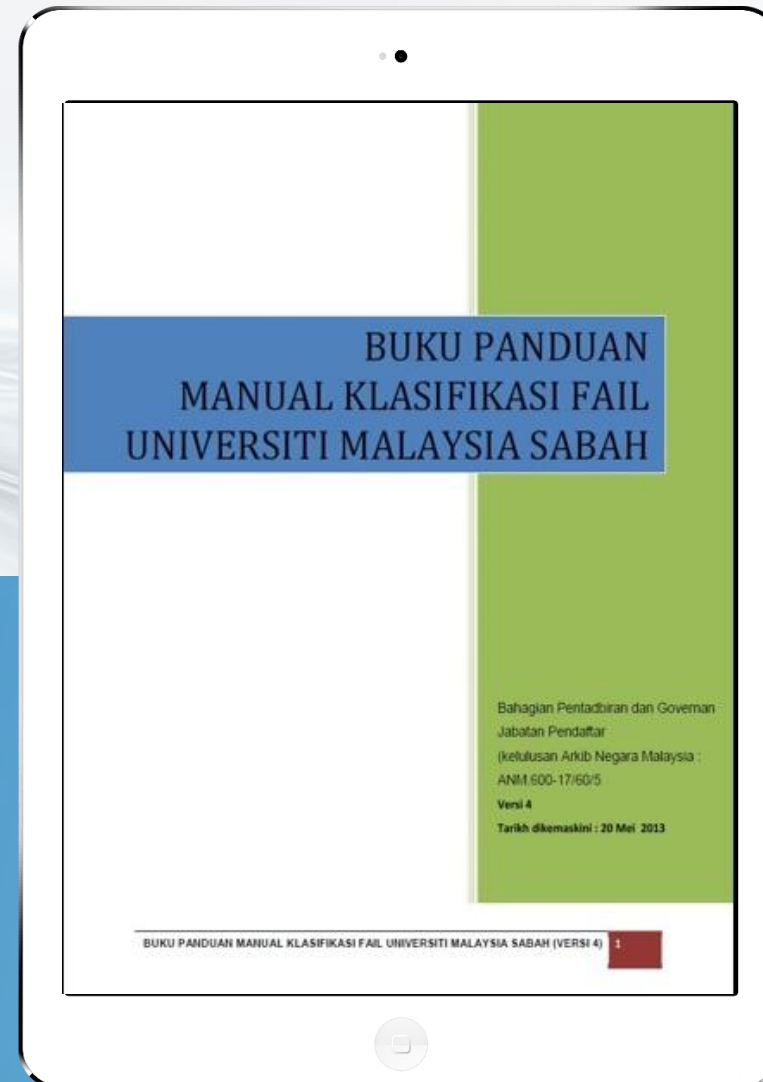
WORK/ JOB MANUAL



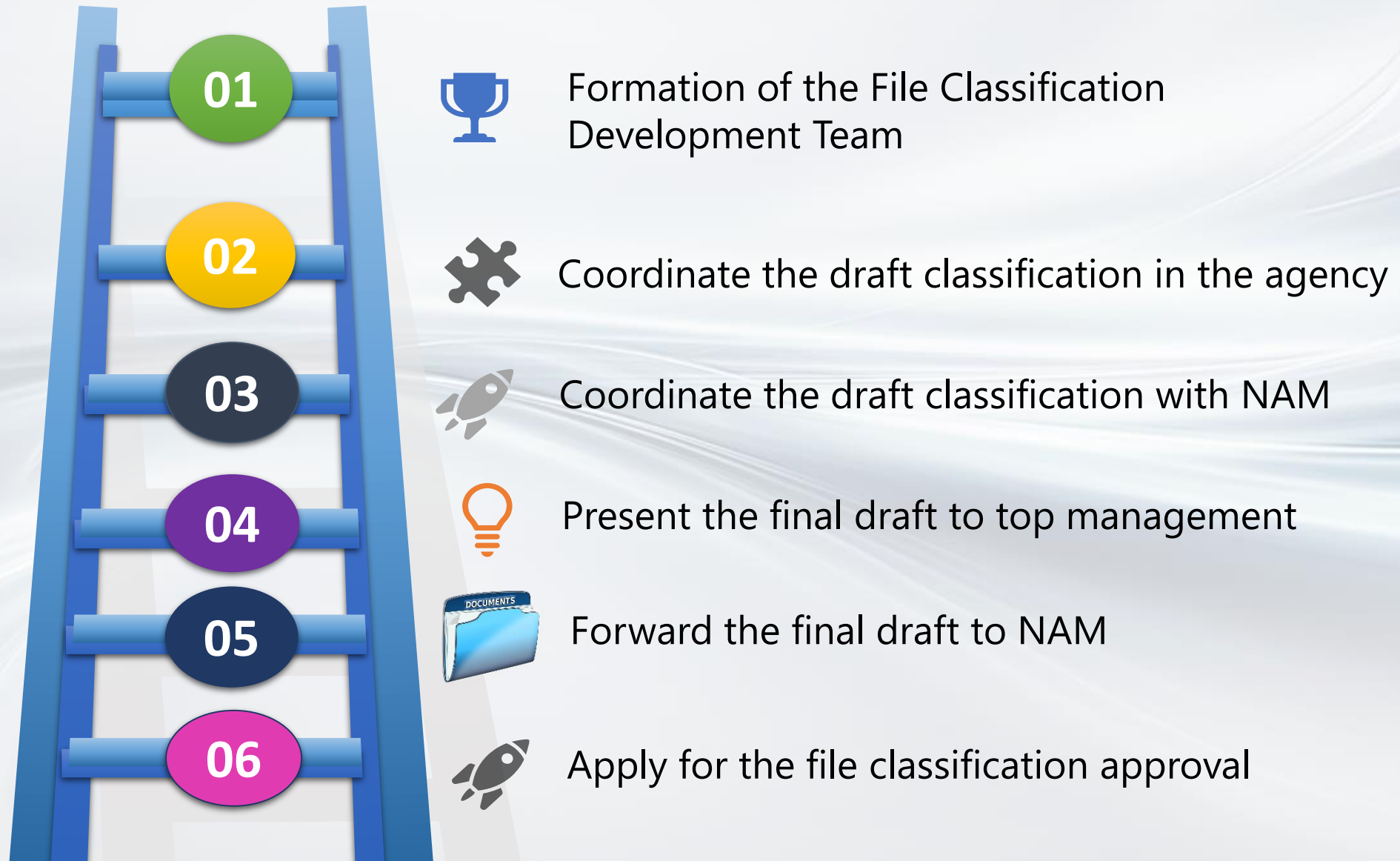
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LIST OF FILES

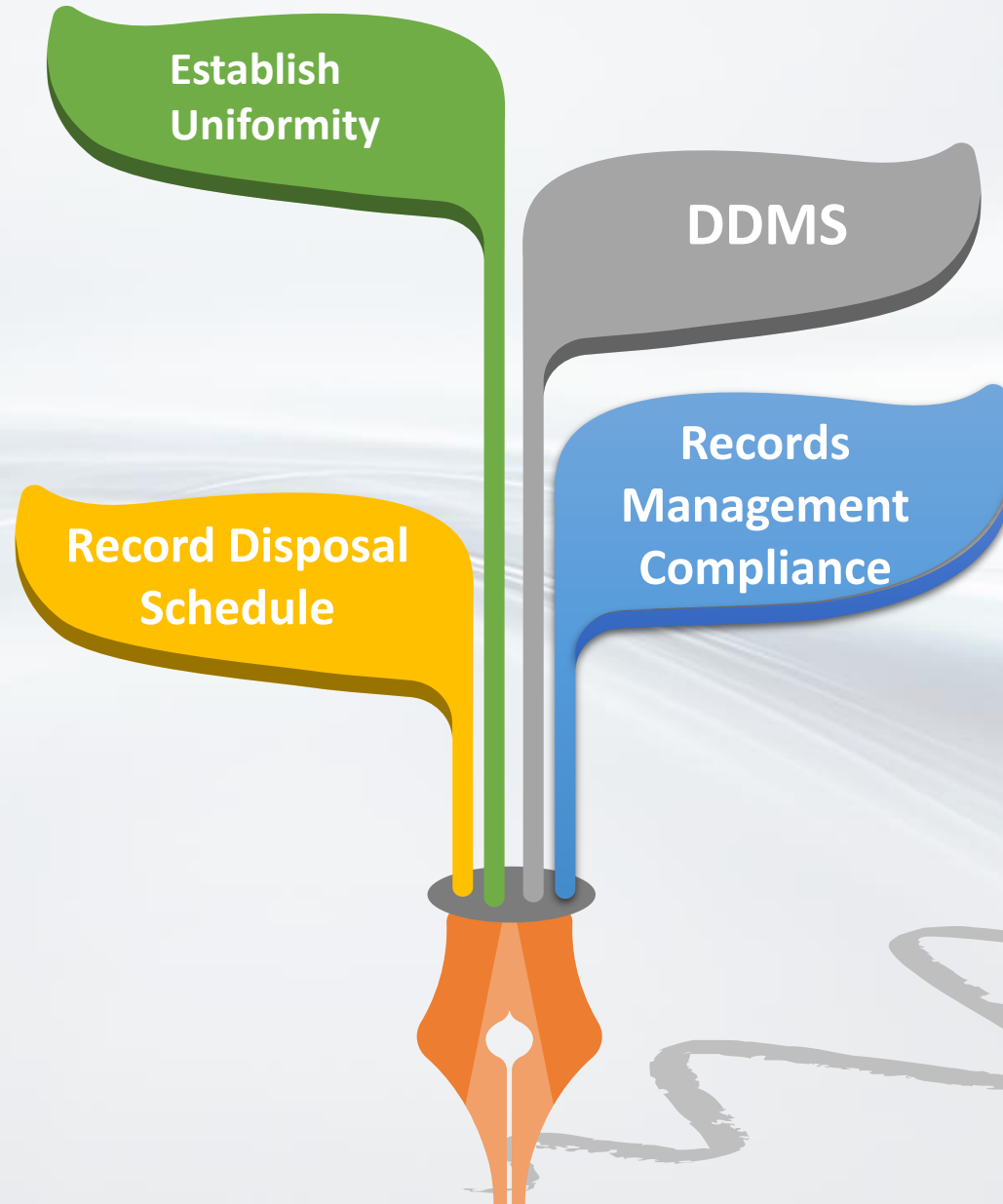
FILE CLASSIFICATION MANUAL



AGENCY RESPONSIBILITIES



BENEFIT OF FILE CLASSIFICATION



THANK YOU

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