



Dar al-Hikmah Library

FORM A: REQUEST FOR TRANSFER OF PERMANENT VALUE RECORDS

SECTION 1 (TO BE COMPLETED BY THE REQUESTING OFFICE)

Centre of Studies and Administration Offices (CoS/AO):

Date of request:

Requested by:

**Recommended by:
(Dean/Deputy Dean/Director/Deputy Director)**

Name:

Name:

Designation: _____

Designation: _____

Signature and Stamp:

Signature and Stamp:

Date: _____

Date: _____

Record Classification: Confidential General

SECTION 2 (FOR ARCHIVES UNIT USE ONLY)

| Acknowledgement Receipt | Site Visit | Processing of Form | |
|-------------------------|---------------------------|--|---------------------------------------|
| Ref. No.: | Date of Visit: | From: | Until: |
| Date Received: | Venue: Contact Person: | Approved <input type="checkbox"/> | Not Approved <input type="checkbox"/> |
| Received by: | Staff Assigned: | Name: Designation: Signature: Date: | |
| Remarks: | Remarks: | Remarks: | |

SECTION 3 (TO BE COMPLETED BY THE REQUESTING OFFICE)

Declaration:

I hereby authorize the transfer of the following records to Regalia and I certify that the following list is accurate.

| No. | File Code (Refer to IIUM Filing Codes) | File Title | File Date | | Refer to IIUM Disposal Schedule of Records 2020 | | | For AU Use only |
|-----|---|------------|-----------|--------|--|------------------|---|-----------------|
| | | | Opened | Closed | National Archives (Eg.101/1.1) | Retention Period | Disposal date (Closed date + Retention Period) | Status |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |

Notes:

1. File with retention period of **LESS** than **five (5) years** are **NOT** eligible to be transferred to Regalia and must be properly kept at the respective office.
2. If the space above is insufficient, you may add additional attachment together with this form.