



# Dar al-Hikmah Library

## FORM C: APPLICATION FOR DISPOSAL OF RECORDS

### SECTION 1 (TO BE COMPLETED BY THE REQUESTING OFFICE)

<b>Centre of Studies and Administration Offices (CoS/AO):</b>	<b>Date of request:</b>
<b>Requested by:</b> <b>Name:</b> _____	<b>Recommended by:</b> <b>(Dean/Deputy Dean/Director/Deputy Director)</b> <b>Name:</b> _____
<b>Designation:</b> _____	<b>Designation:</b> _____
<b>Signature and Stamp:</b>	<b>Signature and Stamp:</b>
<b>Date:</b> _____	<b>Date:</b> _____

### SECTION 2 (FOR ARCHIVES UNIT ONLY)

Acknowledgement Receipt	Verification of List	Approval Process
Ref. No.:	From:  Until:	Approved by the IIUM Record Management Committee (IRMC) Meeting: YES <input type="checkbox"/> NO <input type="checkbox"/> Meeting Date:
Date Received:	Verified by: Name:	Proposed Disposal Method:
Received by:	Designation:  Signature: Date:	Obtain approval from National Archives/Jabatan Akauntan Negara for disposal: Date: Approval: YES <input type="checkbox"/> NO <input type="checkbox"/>
Remarks:	Remarks:	Approved Disposal Method:

**SECTION 3 (TO BE COMPLETED BY THE REQUESTING OFFICE)**

**Declaration:**

**I hereby apply for the disposal of records as stated in the list attached. Pursuant to sections 25 and 26, National Archives Act 2003 [Act 629], I submit this application for the destruction of these records.**

No.	File Code (Refer to IIUM Filing Codes)	File Title	Barcode No. (if any)	File Date		Refer to IIUM Disposal Schedule of Records 2020		Record Classification	
				Opened	Closed	National Archives (Eg.101/1.1)	Retention Period	Confidential	General
1.									
2.									
3.									
4.									
5.									
6.									

**Note:** If the space above is insufficient, you may add additional attachment together with this form.