



IIUM FILING CODES & DISPOSAL SCHEDULE OF RECORDS



Subtopic 3 is allowed to be created by individual KCDIO
'000' Should be replaced by individual KCDIO Code

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
1	Personal Files	1	Staff		Staff Number	C	IUM/000/C/1/1/####*	Staff's Name	Example for MSD's personal file for a staff whose staff no. is 1011 will be IUM/202/C/1/1/1011	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		2	Student		Student Matric Number	C	IUM/000/C/1/2/####*	Student's Name	Example for Kulliyah of ICT's personal file for a student whose matric no. is 0313242 will be IUM/309/C/1/2/0313242	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		3	Patient		Patient I/C or Passport Number	C	IUM/000/C/1/3/####*	Patient's name	Example for Health Centre's personal file for a patient whose I.C. or passport no. is 720620-14-5051 will be IUM/218/C/1/3/720620-14-5051	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		4	Researcher		Researcher's Project Number	C	IUM/000/C/1/4/####*	Researcher's Name	Example for Researcher's file whose project no. is ST01 will be IUM/218/C/1/4/ST01	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		5	Client		Client Number	C	IUM/000/C/1/5/#####	Client's Name	Example for Client's file whose client no. is 10 will be IUM/000/C/1/5/10	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
2	Corporate Profile	1	Information on University/Kuliyah/Centre /Division/Institute/Office (KCADIO)	1	Info on IUM	G	IUM/000/2/1/1	Info on IUM	Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals.	5	100-2.4 Profil Pejabat Awam	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Info on KCADIO	G	IUM/000/2/1/2	Info on KCADIO	Establishment, constitutions, vision, missions, objectives, historical background, concept paper, write-up, general statistics, proposal papers for academic programmes and their relevant approval.	5	100-2.4 Profil Pejabat Awam	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Academic Calendar	G	IUM/000/2/1/3	Academic Calendar	University/KCADIO Academic Calendars.	5	100-2.4 Profil Pejabat Awam	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Companies Commission of Malaysia	1	Companies Commission of Malaysia	G	IUM/000/2/2/1	Companies Commission of Malaysia	All matters related to the CCM formerly known as ROC and its correspondence.	5	100-2.4 Profil Pejabat Awam	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Organisational Charts	1	Organisational Chart	G	IUM/000/2/3/1	Organisational Charts	Shows the collection & evolution of the University and KCADIOs organizational charts.	10	500-1.2 Penstrukturan Semula Organisasi	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				2	Organisational Restructuring	G	IUM/000/2/3/2	Organisational Restructuring	Minutes, organisation planning and direction, justification.	10	500-1.2 Penstrukturan Semula Organisasi	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		4	Annual Report	1	Annual Report	G	IUM/000/2/4/1	Annual Report	Compilation of University & KCADIOs annual reports.	5	100-2.4 Profil Pejabat Awam	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Media Cutting	1	Media Cutting	G	IUM/000/2/5/1	Media Cutting	Compilation of electronic and print media cuttings related to University or KCADIOs.	3	100-2.1 Publisiti dan Promosi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
3	Strategic Planning	1	IUM/KCADIO Strategic Planning	1	IUM/KCADIO Strategic Planning	C	IUM/000/C/3/1/1	IUM/KCADIO Strategic Planning	All documentations on strategic planning i.e. correspondence, proposal or special programmes.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		2	Balanced Scorecard Project (BSC)	1	Balanced Scorecard Project (BSC)	C	IUM/000/C/3/2/1	Balance Scorecard Project (BSC)	All documentations on BSC i.e. correspondence, proposal, or special programmes.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		3	IUM/KCADIO Performance Report	1	IUM/KCADIO Performance Report	C	IUM/000/C/3/3/1	IUM/KCADIO Performance Report	Strategic planning reports i.e. performance targets.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		4	Rancangan Malaysia (RMK)	1	Rancangan Malaysia (RMK)	C	IUM/000/C/3/4/1	Rancangan Malaysia (RMK)	Subject to the Ministry requirements such as staffing requirement, budget, IT, infrastructure and other development plans.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		5	Staff Development Plan	1	Staff Development Plan	C	IUM/000/C/3/5/1	Staff Development Plan	For both academic and administrative staff.	5	500-12.1 Perancangan Program Latihan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Succession Planning	C	IUM/000/C/3/5/2	Succession Planning	Correspondence on succession planning i.e. critical talents, critical positions, framework, etc.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		6	Projections and Statistics	1	Projections	G	IUM/000/3/6/1	Projections	Projection on the recruitment of academic staff, projection on the recruitment of administrative staff, projection of staff, projection of students, projection of staff study leave.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				2	Statistics	G	IUM/000/3/6/2	Statistics	Statistics of existing staff, statistics of existing students.	10	100-14.3 Pelan Strategik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
4	General Administration	1	Internal Circular	1	Internal Circulars	G	IUM/000/4/1/1	Internal Circulars	General circulars, memos or instructions issued by university or KCADIO.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		2	External Circular	1	External Circulars	G	IUM/000/4/2/1	External Circulars	Circulars, memos or instructions received from outside IUM, i.e. government agencies.	3	100-1.9 Pekelling / Surat Pekelling Kementerian / Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	Mailing Matters	1	Mailing Matters	G	IUM/000/4/3/1	Mailing Matters	Mailing related services i.e. Pos Malaysia's contract.	3	100-11.4 Pentadbiran Registriran Bilik Rekod	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		4	Customer Complaints/Suggestion	1	Customer Complaints/Suggestion	C	IUM/000/4/4/1	Customer Complaints/Suggestion	Record of complaints/suggestions received from the customer and action taken.	3	100-2.9 Aduan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		5	Remedial Grievances System	1	Remedial Grievances System	C	IUM/000/4/5/1	Remedial Grievances System	Complaints registered under RGS and managed by a special committee.	3	100-2.9 Aduan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Filing System	1	Filing System	G	IUM/000/4/6/1	Filing System	Manuals, master list of files, etc.	5	100-11.2 Klasifikasi Fail	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Records Management	G	IUM/000/4/6/2	IUM Records Management	Policies related to records management, appointment of committee members, etc.	5	100-11.2 Klasifikasi Fail	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	Speeches	1	Official Speeches	G	IUM/000/4/7/1	Official Speeches	Collection of speeches.	3	100-2.19 Perutusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Jumaat Sermons	G	IUM/000/4/7/2	Jumaat Sermons	Jumaat Sermons.	3	100-2.19 Perutusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Tazkirah	G	IUM/000/4/7/3	Tazkirah	Tazkirah.	3	100-2.19 Perutusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				4	Collections of Doa/Hadith	G	IUM/000/4/7/4	Collections of Doa/Hadith	Collections of Doa/Hadith.	3	100-2.19 Perutusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		8	Parliamentary Question	1	Parliamentary Question	C	IUM/000/4/8/1	Parliamentary Question	Response to the ministry/government bodies.	5	100-8.2 Urusan Parlimen	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		9	Information on Other Institutions	1	Information on Other Institutions	G	IUM/000/4/9/1	Information on Other Institutions	Information received from other institutions.	3	100-26.1 Maklumat Institusi Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		10	Corporatisation	1	Corporatisation	G	IUM/000/4/10/1	Corporatisation	Circulars, proposals and implementation.	3	100-25.1 Pengkorporatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		11	Integrity Management	1	Integrity Management	G	IUM/000/4/11/1	Integrity Management	Correspondence with ministry and related programmes e.g. SPAL, risk management, integrity talk, survey.	3	100-23.1 Pengurusan Integriti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Committee/Panel for Management Integrity	G	IUM/000/4/11/2	Integrity Management (Committee/Panel for management integrity).	CMI and MIP meetings at KCDIO, committee membership.	3	100-23.1 Pengurusan Integriti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		12	Visit	1	Visit	G	IUM/000/4/12/1	Visit	Anything related to official visits.	3	100-2.12 Lawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		13	Convocation	1	Special Convocation	G	IUM/000/4/13/1	Special Convocation	Matters pertaining to the organising of any special convocation ceremony.	10	600-24 Korvokesyen	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				2	Annual Convocation	G	IUM/000/4/13/2	Annual Convocation	Matters pertaining to the organising of convocation ceremony.	10	600-24 Korvokesyen	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
		14	Membership	1	University	G	IUM/000/4/14/1	Membership (University)	IUM as a member of professional bodies i.e. Yayasan Badan Berkanun, application for and renewal of membership.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	KCDIO	G	IUM/000/4/14/2	Membership (KCDIO)	KCDIO as a member of professional bodies i.e. Malaysian Law Librarian Group, Persatuan Perpustakaan Malaysia, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		15	Duty Schedule	1	Duty Schedule	G	IUM/000/4/15/1	Duty Schedule	Matters related to scheduling of staff duties e.g. counter service, technician, security, library staff, etc.	5	500-6.1 Senarai Tugas	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		16	Advertisement	1	Advertisement	G	IUM/000/4/16/1	Advertisement	Advertisement for academic programmes, job vacancies and/or other announcements e.g. Academic and administrative positions, student intake, tender, condolences, staff promotions, etc.	3	500-3.3.1 Iklan Jawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		17	Souvenir	1	Souvenir	G	IUM/000/4/17/1	Souvenir	Souvenir preparation for general use.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
		18	Staff Welfare	1	Staff Welfare	G	IUM/000/4/18/1	Staff Welfare	Staff welfare, committee, programmes and activities.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				2	Staff Khairat Fund	G	IUM/000/4/18/2	Staff Khairat Fund	Staff khairat fund matters.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
		19	Contribution/Fund	1	Zakat	G	IUM/000/4/19/1	Zakat	Zakat related programmes.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				2	Kafaalah	G	IUM/000/4/19/2	Kafaalah	Students sponsoring programme	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				3	RM1C	G	IUM/000/4/19/3	RM1C	One Ringgit Contribution.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				4	Donations	G	IUM/000/4/19/4	Donations	Contribution/donation given and received.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				5	IUM WAQF Fund	G	IUM/000/4/19/5	IUM WAQF Fund	IUM WAQF Fund	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				6	IUM Disability Endowment Fund (IDEF)	G	IUM/000/4/19/6	IUM Disability Endowment Fund (IDEF)	Establishment of IDEF, SOP for IDEF, Payment instructions, financial reports, fund income and payments.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	w.e.f. 1st October 2019
		20	Majlis Bersama Jabatan	1	Majlis Bersama Jabatan	G	IUM/000/4/20/1	Majlis Bersama Jabatan	Circulars, appointments of members, meetings, programmes, etc.	5	500-13.1 Majlis Bersama Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		21	Legal Matters	1	Legal Matters	C	IUM/000/4/21/1	Legal Matters	Breach of contract, any legal disputes, legal advisor, all matters related to medico legal, and etc.	5	100-1.2 Khidmat Nasihat Perundangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		22	Immigration Matters	1	Staff	G	IUM/000/4/22/1	Immigration Matters (Staff)	Visa, passport, work permit, etc.	3	100-1.11 Urusan Imigresen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Student	G	IUM/000/4/22/2	Immigration Matters (Students)	Visa, passport, special pass, etc.	3	100-1.11 Urusan Imigresen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		23	Forms	1	Forms	G	IUM/000/4/23/1	Forms	Includes all types of master/original forms.	3	100-9.2 Penerbitan Kementerian / Jabatan / Agensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		24	Malaysian General Election	1	Malaysian General Election	G	IUM/000/4/24/1	Malaysian General Election	Malaysian General Election.	3	100-19.1 Pilihanraya Umum/Kecil	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		25	Records Management	1	Policies & Guidelines	G	IUM/000/4/25/1	Records Management Policies & Guidelines	Policies, procedures & guidelines pertaining to records management.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Management of Classified Documents	G	IUM/000/4/25/2	Management of Classified Documents	Correspondence, audit report, etc.	7	100-11.8 Pengurusan Rekod Terperingkat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Records Disposal	G	IUM/000/4/25/3	Records Disposal	Matters pertaining to records disposal.	Permanent Value	100-11.7 Pelupusan Rekod	Simpan kekal di pejabat awam.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
5	Human Resources	1	HR Policies & Guidelines	1	HR Policies & Guidelines	G	IUM/000/5/1/1	HR Policies & Guidelines	Circulars, scheme of service & others.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	HR Planning	1	Staffing Requirements	G	IUM/000/5/2/1	Staffing Requirements	Staffing Requirement, human resources planning in IUM, annual human resources agenda, etc.	10	500-1.1 Perancangan Sumber Manusia	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				2	Post Warrant	G	IUM/000/5/2/2	Post Warrant	Post warrant from Government.	10	500-2.1 Waran Perjawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				3	Post Regrading	G	IUM/000/5/2/3	Post Regrading	Request, justification, papers and approval for Post Regrading.	10	500-2.2 Penggredan Semula Jawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				4	Information on Posts	G	IUM/000/5/2/4	Information on Posts	Record and data on positions in IUM.	5	500-2.3 Maklumat Perjawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Application	1	Application for Academic Position	G	IUM/000/5/3/1	Application for Academic Position	Correspondence, application, resume, etc.	3	500-3.3 Pengisian Jawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Application for Admin. Position	G	IUM/000/5/3/2	Application for Admin. Position	Correspondence, application, resume, etc.	3	500-3.3 Pengisian Jawatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		4	Selection	1	Selection	C	IUM/000/5/4/1	Selection	Special language proficiency test for potential candidate, selection, evaluation, decision, interview, etc.	5	500-3.4 Panel Temuduga	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Appointment	1	Academic Staff	C	IUM/000/5/5/1	Appointment (Academic Staff)	Any matters related to appointment of full time and contract academic staff, academic fellow.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Administrative Staff	C	IUM/000/5/5/2	Appointment (Administrative Staff)	Any matters related to appointment of full time and contract of administrative and technical staff.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	External Appointment	C	IUM/000/5/5/3	Appointment (External Appointment)	Any appointment of IUM staff members to external organizations.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				4	Academic Administrator	C	IUM/000/C/5/5/4	Appointment (Academic Administrator)	Appointment of academic staff as administrator e.g. Dean, Deputy Dean, Director, Coordinator, Head of Department, etc.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Appointment of Principal & Fellow	C	IUM/000/C/5/5/5	Appointment (Appointment of Principal & Fellow)	Appointment of academic and administrative staff as Principal and Fellows.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Appointment as Committee Member Within the University	C	IUM/000/C/5/5/6	Appointment (Committee Member Within the University)	Appointment of academic and administrative staff as committee members of university board / committee, association, programme/events etc.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				7	Appointment as Committee Member at External Organisation	C	IUM/000/C/5/5/7	Appointment (Committee Member at External Organisation)	Appointment of academic and administrative staff as committee members of external organisation's board / committee, association, programme/events etc.	5	500-3.5 Pelantikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2020
		6	Job Specifications	1	Job Specifications	G	IUM/000/5/6/1	Job Specifications	Duty list, etc.	5	500-6.1 Senarai Tugas	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	Placement/Transfer of Staff	1	Placement/Transfer of Staff	G	IUM/000/5/7/1	Placement/Transfer of Staff	Any matters related to the placement or transfer of staff.	5	500-3.6 Penempatan/Pertukaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	Certification/ Recommendation Letters	1	Certification/ Recommendation Letters	G	IUM/000/5/8/1	Certification Letters	Confirmation/certification letter as IUM's staff, recommendation letter, etc.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		9	Performance Appraisal	1	Performance Appraisal	C	IUM/000/C/5/9/1	Performance Appraisal	Any matters related to staff performance appraisal e.g. Annual performance appraisal.	5	500-16.3 Laporan Nilai Prestasi Tahunan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		10	Confirmation of Service	1	Confirmation in Service (Category A & B)	C	IUM/000/C/5/10/1	Confirmation in Service (Category A & B)	Any matters related to staff confirmation in service.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
				2	Confirmation in Service (Support Group)	C	IUM/000/C/5/10/2	Confirmation in Service (Support Group)	Any matters related to staff confirmation in service.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
				3	Confirmation in Service (Academic Staff)	C	IUM/000/C/5/10/3	Confirmation in Service (Academic Staff)	Any matters related to staff confirmation in service.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		11	Staff Promotion	1	Staff Promotion	C	IUM/000/C/5/11/1	Staff Promotion	Any matters related to staff promotion.	5	500-3.7.2 Kenaikan Pangkat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		12	End of Service	1	Academic Staff	G	IUM/000/5/12/1	End of Service (Academic Staff)	Termination of service, notice/tender of resignation (academic), etc.	5	500-3.14 Persaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Administrative Staff	G	IUM/000/5/12/2	End of Service (Administrative Staff)	Termination of service, notice/tender of resignation (administrative & technical staff), etc.	5	500-3.14 Persaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		13	Staff Affairs	1	International Staff Affairs	G	IUM/000/5/13/1	International Staff Affairs	Housing matters, children education, flight ticket, freight charges, etc.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
				2	Local Staff Affairs	G	IUM/000/5/13/2	Local Staff Affairs	Any matters related to local staff affairs e.g. housing, childcare, etc.	20	500-17.1 Fail Peribadi	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi. Nota: Buku Perkhidmatan yang telah dikemaskini dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi. Fail peribadi dipindahkan ke ANM bagi yang tidak mempunyai Buku Perkhidmatan.	
		14	Leave	1	Leave	G	IUM/000/5/14/1	Leave	Annual leave, substitutional leave, unpaid leave, compassionate leave, etc.	3	500-7 Pengurusan Cuti	Telah dicatat dalam Buku Perkhidmatan; dan HURIS Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		15	Secondment	1	Secondment	G	IUM/000/5/15/1	Secondment	Any matters related to secondment of staff.	5	500-12.10 Latihan Penempatan • Dalam Jabatan • Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		16	Allowance	1	Allowance	C	IUM/000/C/5/16/1	Allowance	Fixed and non-fixed allowances.	5	500-3.16 Pelarasan Gaji & Emolument	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		17	Competency Level Assessment (CLA)	1	Academic Staff	R	IUM/000/R/5/17/1	Competency Level Assessment (CLA) - Academic Staff	Appointment of exam questions setters, appointment of examiners and declaration of secrecy form.	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2014
				2	Administrative Staff	R	IUM/000/R/5/17/2	Competency Level Assessment (CLA) - Administrative Staff	Appointment of exam questions setters, appointment of examiners and declaration of secrecy form.	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2015
				3	CLA (BTN)	G	IUM/000/5/17/3	CLA - (BTN)	Arrangement for Biro Tata Negara (BTN) course.	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2016
				4	CLA (Courses)	R	IUM/000/R/5/17/4	CLA - (Courses)	Arrangement for CLA Courses for academic and non-academic staff.	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2017
				5	CLA (Exam)	R	IUM/000/R/5/17/5	CLA - (Exam)	Arrangement for CLA Exams for academic and non-academic staff.	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2018
				6	CLA - (Administration)	G	IUM/000/5/17/6	Competency Level Assessment (CLA) - Administration	Correspondence, Malaysian remuneration system, competency level assessment committee and workshop on CLA (evaluation report).	5	500-14 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	Inactive w.e.f. 1 Jan 2019
		18	Temporary/Part Time Staff	1	Academic Staff	G	IUM/000/5/18/1	Temporary/Part Time Staff (Academic)	Tutors, graduate assistantship (GRA)/(GTA)/(GAA).	5	500-3.5.4 Pelantikan Secara Sambilan Termasuk Skim Khidmat Singkat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Administrative Staff	G	IUM/000/5/18/2	Temporary/Part Time Staff (Administrative)	Any matters related to hiring of temporary/part time staff.	5	500-3.5.4 Pelantikan Secara Sambilan Termasuk Skim Khidmat Singkat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		19	Adjunct/Visiting Professors	1	Adjunct/Visiting Professors	G	IUM/000/5/19/1	Adjunct/Visiting Professors	Any matters related to appointment of adjunct/visiting professors.	5	500-3.5.3 Pelantikan Secara Kontrak	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		20	Staff Discipline	1	Board of Inquiry	C	IUM/000/C/5/20/1	Staff Discipline (Board of Inquiry)	Staff disciplinary rules and regulations, staff disciplinary board, etc.	7	500-5 Pengurusan Tatatertib	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Staff Discipline	C	IUM/000/C/5/20/2	Staff Discipline	Complaints, reminders and show cause letters.	7	500-5 Pengurusan Tatatertib	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		21	SOCSO	1	SOCSO	G	IUM/000/5/21/1	SOCSO	All matters related to SOCSO e.g. claim form, inquiries, etc.	7	500-11.1 Insurans Pekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		22	Letter of Undertaking	1	Letter of Undertaking	G	IUM/000/5/22/1	Letter of Undertaking	Letter of undertaking (LOU)/Aku janji.	7	500-5 Pengurusan Tatatertib	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		23	Asset Declaration	1	Asset Declaration	C	IUM/000/C/5/23/1	Asset Declaration	Report on asset declaration.	5	500-3.12 Pengisytiharan Harta	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		24	Attendance Report	1	Attendance Report	G	IUM/000/5/24/1	Attendance Report	Report on staff attendance.	1	500-4.1 Kehadiran Bekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
		25	Skim Sangkutan Pembantu Pengajar/Lathan (SSPP)/(SSPL)	1	Skim Sangkutan Pembantu Pengajar/Lathan (SSPP)/(SSPL)	G	IUM/000/5/25/1	Skim Sangkutan Pembantu Pengajar/Lathan (SSPP)/(SSPL)	Appointment of staff under skim sangkutan pembantu pengajar/lathan (SSPP)/(SSPL).	5	500-3.5.4 Pelantikan Secara Sambilan Termasuk Skim Khidmat Singkat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		26	Competency Examinations	1	Competency Examinations	C	IUM/000/C/5/26/1	Competency Examinations	Competency examination/test other than CLA exam e.g. English proficiency test, psychometric test, etc.	5	500-14.1 Peperiksaan & Kompetensi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		27	Manual of Work Procedure	1	Manual of Work Procedure	G	IUM/000/5/27/1	Manual of Work Procedure	Desk file, standard operating procedure, work instructions, work guidelines and manual.	5	100-12.3 Manual Prosedur Kerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		28	Covering/Acting	1	Covering/Acting	G	IUM/000/5/28/1	Covering/Acting	Correspondence related to covering and acting duties.	5	500-3.9 Penangguhan Kerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		29	Post Doctoral	1	Post Doctoral (In)	G	IUM/000/5/29/1	Post Doctoral (In)	Policies, Correspondence and other matters related to post doctoral activities done by non-IUM staff in IUM.	5	500-12.9 Tajaan Lathan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Post Doctoral (Out)	G	IUM/000/5/29/2	Post Doctoral (Out)	Policies, Correspondence and other matters related to post doctoral activities done by IUM staff other universities/institutions.	5	500-12.9 Tajaan Lathan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		30	Medical Benefits Scheme (Staff)	1	Medical Benefits Scheme (Staff)	G	IUM/000/5/30/1	Medical Benefits Scheme (Staff)	Policies, correspondence and other matters related to medical benefits for staff.	3	500-10.1 Kesihatan & Perubatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		31	Medical Benefits Scheme (Students)	1	Medical Benefits Scheme (Students)	G	IUM/000/5/31/1	Medical Benefits Scheme (Students)	Policies, correspondence and other matters related to medical benefits for students.	3	500-10.1 Kesihatan & Perubatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		32	Staff Mobility	1	Staff Mobility	G	IUM/000/5/32/1	Staff Mobility	Policies, correspondence and other matters related to inbound and outbound staff mobility (eg short term attachment less than 3 months, Sabbatical, Teaching, Research & Educational visit)	3	500-12.4 Latihan / Kursus Anjuran Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
6	Quality	1	Quality Day (University Level)	1	Quality Day (University Level)	G	IUM/000/6/1/1	Quality Day (University Level)	Any correspondence, programmes or matters related to Quality Day at the university level i.e. Invitation letter to Quality Day.	3	100-15.1 Majlis/Sambutan/Perayaan dalam dan luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		2	Quality Day (KCDIO Level)	1	Quality Day (KCDIO Level)	G	IUM/000/6/2/1	Quality Day (KCDIO Level)	Any correspondence, programmes or matters related to Quality Day at the KCDIO level i.e. Invitation letter to Quality Day.	3	100-15.1 Majlis/Sambutan/Perayaan dalam dan luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	Council of Quality Culture (CQC)	1	Council of Quality Culture (CQC)	G	IUM/000/6/3/1	Council of Quality Culture (CQC)	Invitation letter to attend the CQC meeting, reports submitted for the CQC meeting, minutes of the CQC meeting.	3	100-15.1 Majlis/Sambutan/Perayaan dalam dan luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		4	Management Review Meeting	1	Management Review Meeting	G	IUM/000/6/4/1	Management Review Meeting	Invitation letter to the meeting, reports brought to the meeting, attendance sheet, agenda, minutes of the meeting.	5	100-13.2.5 Mesyuarat Kajian Semula Pengurusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Corrective & Preventive Actions	1	Corrective & Preventive Actions	G	IUM/000/6/5/1	Corrective & Preventive Actions	Programmes and reports on the corrective and preventive actions.	5	100-13.2.3 Tindakan Pembetulan & Pencegahan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Internal Audit	1	Internal Audit	G	IUM/000/6/6/1	Internal Audit	Internal audit timetable, list of internal auditors, invitation letter for opening and closing meeting, reports of the internal audit, NCR form (issued by internal auditors).	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Mock Audit	G	IUM/000/6/6/2	Mock Audit (Internal)	Family or pre-internal/unofficial audit.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Compliance	G	IUM/000/6/6/3	Compliance Audit	Audit working papers (include audit schedule, assigned auditors, Audit Planning Memorandum, supporting documents) and audit reports.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Follow up Audit	G	IUM/000/6/6/4	Follow up Audit	Audit working papers (include audit schedule, assigned auditors, Audit Planning Memorandum) and audit reports.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Special	G	IUM/000/6/6/5	Special Audit	Audit working papers (include audit schedule, assigned auditors, Audit Planning Memorandum) and audit reports.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	External Audit	1	Adequacy Audit	G	IUM/000/6/7/1	Adequacy Audit	Internal audit timetable issued by SIRIM, reports from the audits (adequacy audit, compliance, audit, surveillance audit), NCR form (issued by SIRIM auditors).	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Compliance Audit	G	IUM/000/6/7/2	Compliance Audit	Preparation for compliance audit.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Surveillance Audit	G	IUM/000/6/7/3	Surveillance Audit	Preparation for surveillance audit.	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		8	Document and Data Control	1	Document and Data Control	G	IUM/000/6/8/1	Document and Data Control	Distribution list, master list of files, procedures, acknowledgement of receipt of the procedures.	5	100-13.2.4 Kawalan Dokumen & Data	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		9	Measurement & Evaluation	1	Measurement & Evaluation	G	IUM/000/6/9/1	Measurement & Evaluation	Questionnaire, survey feedback/results, analysis, complaints.	5	100-13.2.5 Mesyuarat Kajian Semula Pengurusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		10	Academic Review	1	Academic Review	G	IUM/000/6/10/1	Academic Review	Invitation letter for academic review meeting, minutes of the academic review meeting, appointment of BAR members, appointment of internal reviewers, documents for the academic review, reports of the review prepared by the assessors.	5	600-25 Penilaian Semula Program Akademik	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		11	Accreditation	1	Accreditation	G	IUM/000/6/11/1	Accreditation	Reports prepared for accreditation, accreditation reports.	7	600-26 Akreditasi	Rekod dipindahkan ke Arkib Universiti selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		12	Quality Assurance Standards	1	Quality Assurance Standards	G	IUM/000/6/12/1	Quality Assurance Standards	ISO 9000 Standard Requirements.	5	100-13.2.1 Perancangan & Pelaksanaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		13	Awards	1	Agency	C	IUM/000/6/13/1	Awards (Agency)	Quality awards during quality days and awards received from any institutions.	5	100-12.4 Anugerah Kualiti/ Inovasi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Staff	C	IUM/000/6/13/2	Awards (Staff)	Quality awards during quality days and awards received from any institutions.	3	500-14.7 Anugerah Khidmat Cemerlang	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Student	C	IUM/000/6/13/3	Awards (Student)	Awards received during convocation and awards received from any institutions.	10	700-13 Anugerah Pelajar	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan sepuluh (10) tahun di pejabat awam dipatuhi.	
				4	IUM Award	C	IUM/000/6/13/4	Awards (IUM Award)	Special awards conferred to recognise individual contribution for non-IUM members.	5	100-12.4 Anugerah Kualiti/ Inovasi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	State/Federal Awards (Anugerah)	C	IUM/000/6/13/5	State/Federal Awards (Anugerah)	Nomination for state/federal awards e.g. Datukship.	5	500-15.3 Pengurniaan Darjah Kebesaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	HR Award	C	IUM/000/6/13/6	HR Award	Award received from other agencies e.g. MIHRM, etc.	5	100-12.4 Anugerah Kualiti/ Inovasi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		14	Quality Control Circle (QCC)/(KMK)	1	Quality Control Circle (QCC)/(KMK)	G	IUM/000/6/14/1	Quality Control Circle (QCC)/(KMK)	Committee, facilitator, programmes, invitation to attend KMK conventions, etc.	5	100-12.4 Anugerah Kualiti/ Inovasi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		15	Benchmarking Programme	1	Benchmarking Programme	G	IUM/000/6/15/1	Benchmarking Programme	Any benchmarking programmes with other institutions/ organizations.	5	100-13.2.5 Mesyuarat Kajian Semula Pengurusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		16	ISO Certification	1	ISO Certification	G	IUM/000/6/16/1	ISO Certification	Correspondence, ISO certificate, ISO certification for KCDIO such as: 1. ISO Certification 2. Quality Manual 3. Six Mandatory 4. SOP Common Core Process of Academic Affairs 5. SOP Core Process (Undergraduate) 6. SOP Core Process (Postgraduate) 7. Core Student Development 8. Annex 9. Request for Change	5	100-13.2.2 Audit Kualiti	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		17	Performance Indicator	1	Performance Indicator (Staff)	G	IUM/000/6/17/1	Performance Indicator (staff)	Statistics/raw data of staff performance.	5	500-16.1 Perancangan Kerja Tahunan Pegawai & Kakitangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Performance Indicator (Service)	G	IUM/000/6/17/2	Performance Indicator (service)	Statistics/raw data of KCDIO services or output.	5	100-12.2 Key Performance Indicator	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Key Performance Indicator	G	IUM/000/6/17/3	Key Performance Indicator	Key Performance Indicator.	5	100-12.2 Key Performance Indicator	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		18	Service Excellence Programme	1	Service Excellence Programme	G	IUM/000/6/18/1	Service Excellence Programme	Standard people practice (SPP), programme, schedule, evaluation, meeting, etc.	5	100-13.2.5 Mesyuarat Kajian Semula Pengurusan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
7	Security & Safety	1	Policies & Guidelines	1	Policies & Guidelines	G	IUM/000/7/1/1	Security Policies & Guidelines	IUM policy of occupational safety and health, safe policy procedure, emergency response guideline, occupational safety and health act (OSHA), any information which is related to safety and health.	5	100-1.8 Pekeliling / Surat Pekeliling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Security Report	1	Security Report	G	IUM/000/7/2/1	Security Report	Security reports on criminal cases, staff/students discipline, vandalism and traffic summons.	Permanent Value	100-3.9.2 Keselamatan Fizikal	Simpan kekal di pejabat awam.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		3	Safety Report	1	Safety Report	G	IUM/000/7/3/1	Safety Report	Accident report at the work place, safety audit and accident investigation.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Safety Administration	1	Safety Administration	G	IUM/000/7/4/1	Safety Administration at KCDIO	Activity/programme organized by safety & health panel committee at KCDIO, appointment of safety & health and panel committee at KCDIO.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Outsourced Security Services	G	IUM/000/7/4/2	Outsourced Security Services	All matter regarding Outsourced Security Services.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	IUM Auxiliary Police	G	IUM/000/7/4/3	IUM Auxiliary Police	All matter regarding Auxiliary Police.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Security Clearance	1	Security Clearance	C	IUM/000/C/7/5/1	Security Clearance	Staff/Student clearance for national security purposes.	5	500-3.11 Tapisan Keselamatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Security Administration	1	Traffic	G	IUM/000/7/6/1	Traffic	Traffic.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Investigation	G	IUM/000/7/6/2	Investigation	Investigation.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Operation	G	IUM/000/7/6/3	Operation	Operation.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Access Control	G	IUM/000/7/6/4	Access Control	Access Control.	5	500-10.2 Keselamatan & Kesihatan Pekerjaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
8	Information & Communication Technology	1	ICT Policies & Guidelines	1	ICT Policies & Guidelines	G	IUM/000/8/1/1	ICT Policies & Guidelines	ICT Policies and Guidelines.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	ICT Master Plan/Requirements	1	ICT Master Plan	G	IUM/000/8/2/1	ICT Master Plan	ICT Master Plan.	5	100-10.3 Pelan Strategik ICT	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	ICT Requirements	G	IUM/000/8/2/2	ICT Requirements	ICT requirements e.g. Printer, Laptop & Software, PC, etc.	5	100-10.3 Pelan Strategik ICT	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	System Development	1	System	G	IUM/000/8/3/1	System Development (System)	Any ready made system or software used by KCDIO i.e. Horizon, HRMIS, LMS, RFID etc.	5	100-10.4 Sistem Aplikasi	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Database	G	IUM/000/8/3/2	System Development (Database)	Any activity related to developing and maintaining a database system e.g. office automation system, security system, ICT inventory system, automated booking, clinic system, college system, discipline system, usrah database system, job placement system, resource centre system, student achievement, database, e-mail & society database, etc.	5	100-10.4 Sistem Aplikasi	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Networking	1	Networking	G	IUM/000/8/4/1	Networking	Request for network equipment & point, etc.	3	100-10.5 Teknikal & Rangkaian	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		5	PABX/Communication	1	PABX/Communication	G	IUM/000/8/5/1	PABX/Communication	PABX/Communication operational, telephone request, PABX/Communication project, etc.	3	100-10.5 Teknikal & Rangkaian	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Websites/Homepage	1	Websites/Homepage	G	IUM/000/8/6/1	Websites/Homepage	Develop and maintain websites, intranet/internet & portal, etc.	3	100-10.6 Laman Web & Portal	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		7	Integrated System	1	System	G	IUM/000/8/7/1	Integrated System (System)	Any integrated system used by KCDIO i.e. IUM computing system (ICS) etc.	5	100-10.4 Sistem Aplikasi	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Database	G	IUM/000/8/7/2	Integrated System (Database)	Any ready made system or software used by KCDIO i.e. Horizon, HRMIS, LMS, RFID, etc.	5	100-10.4 Sistem Aplikasi	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	ICT Budget	1	ICT Budget	G	IUM/000/8/8/1	ICT Budget	ICT Budget.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		9	ICT Report	1	ICT Report	G	IUM/000/8/9/1	ICT Report	Report related to ICT activities.	5	100-10.4 Sistem Aplikasi	Rekod dipindahkan ke ANM selepas tamat tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
9	Property & Facility	1	Inventory - Fixed Asset	1	Office Assets	G	IUM/000/9/1/1	Office Assets	Building, office equipment, furniture, etc.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Motor Vehicle	G	IUM/000/9/1/2	Motor Vehicle	Car, bus, van, etc.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Lab/Studio Assets	G	IUM/000/9/1/3	Lab/Studio Assets	Laboratory equipment, studio equipment, etc.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Library Books	G	IUM/000/9/1/4	Library Books	Library books, etc.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Library Serials	G	IUM/000/9/1/5	Library Serials	Library magazines, journals, conference proceedings, etc.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Class/Seminar Room	G	IUM/000/9/1/6	Class/Seminar Room	Fixed asset in class or seminar room.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Resource Room	G	IUM/000/9/1/7	Resource Room	Fixed asset in resource room.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Lecturer's Room	G	IUM/000/9/1/8	Lecturer's Room	Fixed asset in lecturer's room.	5	300-1.1 Pengurusan Aset	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Inventory - Non Fixed Asset	1	Inventory - Non Fixed Asset	G	IUM/000/9/2/1	Inventory - Non Fixed Asset	Stationeries, books, magazines, etc.	3	300-2.2 Inventori	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	Renovation	1	Renovation	G	IUM/000/9/3/1	Renovation	Office renovation, etc.	Permanent Value	200-3.4 Pengubahsuaian/ Naik Taraf	Simpan kekal di pejabat awam.	
		4	Maintenance	1	Civil	G	IUM/000/9/4/1	Maintenance (Civil)	Requests, reports, contract/agreement/licence, etc.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Electrical	G	IUM/000/9/4/2	Maintenance (Electrical)	Requests, reports, contract/agreement /licence, etc.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Mechanical	G	IUM/000/9/4/3	Maintenance (Mechanical)	Requests, reports, contract/agreement /licence, etc.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	ICT	G	IUM/000/9/4/4	Maintenance (ICT)	Requests, reports, contract/agreement /licence, etc.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				5	Landscape	G	IUM/000/9/4/5	Maintenance (Landscape)	Requests, reports, contract/agreement /licence, etc.	3	200-5.3 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				6	Cleaning	G	IUM/000/9/4/6	Maintenance (Cleaning)	Requests, reports, contract/agreement /licence, etc.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				7	Facilities Management Services Monthly Report	G	IUM/000/9/4/7	Maintenance (Facilities Management Services Monthly Report)	Reports received from IUM Properties.	7	200-3.10 Penyelenggaraan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		5	Disposal	1	Disposal (General)	G	IUM/000/9/5/1	Disposal (General)	Disposal of property such as equipment and furniture, proposal paper for disposal.	3	300-20.2 Inventori	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Disposal (Chemical)	G	IUM/000/9/5/2	Disposal (Chemical)	Disposal of hazardous materials such as chemical or other liquid materials, proposal paper for disposal.	7	500-10.3 Keselamatan Persekitaran	Rekod dimusnahkan selepas tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		6	Service	1	Booking	G	IUM/000/9/6/1	Service Booking	Booking of IUM facilities e.g. stalls, kull. resource centre, conference room, computer/teaching lab, lecture room, musolla, CAC, auditorium, stadium, etc.	1	100-6.1 Permohonan / Tempahan / Penggunaan Premis	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				2	Parking	G	IUM/000/9/6/2	Parking	Parking administration.	1	100-6.1 Permohonan / Tempahan / Penggunaan Premis	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				3	Business Operator	G	IUM/000/9/6/3	Business Operator	Appointment of business operator.	1	100-6.1 Permohonan / Tempahan / Penggunaan Premis	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
		7	Transportation/Logistics	1	Booking	G	IUM/000/9/7/1	Transportation/Logistics (Booking)	Booking of IUM transport.	1	100-6.2 Tempahan Kenderaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				2	Schedule	G	IUM/000/9/7/2	Transportation/Logistics (Schedule)	Scheduling of IUM transport and logistics	1	100-6.2 Tempahan Kenderaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				3	Uniform	G	IUM/000/9/7/3	Transportation/Logistics (Uniform)	Uniform staff related to transportation.	1	100-6.2 Tempahan Kenderaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				4	Verification on Vehicle	G	IUM/000/9/7/4	Transportation/Logistics (Verification on Vehicle)	Verification of university vehicle.	1	100-6.2 Tempahan Kenderaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				5	Maintenance on Vehicle	G	IUM/000/9/7/5	Transportation/Logistics (Maintenance on Vehicle)	Activities related to maintenance of university vehicles e.g. inspection, repair, etc.	3	300-16.2 Penyelenggaraan Kenderaan Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		8	Development	1	Keys maintenance	G	IUM/000/9/8/1	Development (Keys Maintenance)	Activities related to keys management e.g. duplicating, master key, record of keys movement, etc.	Permanent Value	200-3.9.2 Keselamatan Fizikal	Simpan kekal di pejabat awam.	
				2	Installation	G	IUM/000/9/8/2	Development (Installation)	Installation work.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Gombak Campus Project	G	IUM/000/9/8/3	Development (Gombak Campus Project)	Project related to the development of Gombak Campus.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	Kuantan Campus Project	G	IUM/000/9/8/4	Development (Kuantan Campus Project)	Project related to the development of Kuantan Campus.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				5	Matriculation Centre Project	G	IUM/000/9/8/5	Development (Matriculation Centre Project)	Project related to the development of Matriculation Centre Campus.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				6	ISTAC Campus Project	G	IUM/000/9/8/6	Development (ISTAC Project)	Project related to the development of ISTAC Campus.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				7	Langkawi Project	G	IUM/000/9/8/7	Development (Langkawi Project)	Project related to the development of Langkawi Campus.	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				8	Pagoh Higher Education Hub Project	G	IUM/000/9/8/8	Development (Pagoh Higher Education Hub Project)	Project related to the development of Pagoh Higher Education Hub	7	200-3.3 Projek Pembinaan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		9	Staff Housing	1	Staff Housing	G	IUM/000/9/9/1	Staff Housing	Administration of staff housing facilities.	3	100-6.3 Kediaman / Kuarters Kerajaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
10	Finance	1	Financial Policies and Guidelines	1	Financial Policies and Guidelines	G	IUM/000/10/1/1	Financial Policies and Guidelines	Financial Policies and Guidelines.	5	100-1.8 Pekeliling / Surat Pekeliling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	The whole section 10 was revised w.e.f. 1 Feb. 2019
		2	Accounts	1	Invoice	G	IUM/000/10/2/1	Invoice	Issued invoice, reminder letter, SLAB & SLAI, Billing sponsors for local & international.	7	400-3a.i Sistem Perakaunan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Income Collection	G	IUM/000/10/2/2	Income Collection	Receipt of Grant.	7	400-1.1.4 Akaun Terimaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Bank Matters	C	IUM/000/C/10/2/3	Bank Account Matters	Transfer of Fund, Standing Instruction / Stop Payment, Opening Account & Cheque Signatories, Fixed Deposit	7	400-4.4.1 Akaun Bank	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	Hire Purchase	G	IUM/000/10/2/4	Accounts (Hire Purchase)	Leasing or Hire Purchase.	5	400-10.10.3 Akaun Pinjaman	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Petty Cash	G	IUM/000/10/2/5	Accounts (IUM Petty Cash)	IUM Petty Cash Confirmation & Approval.	2	400-1.1.6 Akaun Panjar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan dua (2) tahun di pejabat awam dipatuhi.	
				6	Personnel Cost	C	IUM/000/C/10/2/6	Accounts (Advancement of ACADEMY, SKF, IEF Salary)	Advancement of ACADEMY, SKF, IEF Salary.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				7	Account Payable	G	IUM/000/10/2/7	Account Payable	Correspondences related to creditors.	4	400-3b.i Sistem Perakaunan - Baucar bayaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan empat (4) tahun di pejabat awam dipatuhi.	
		3	Payroll	1	Salary Advice	C	IUM/000/C/10/3/1	Payroll (Bonus, Special Cash Assistant, Payment / Deductions instructions)	Bonus, Special Cash Assistant, Payment / Deductions instructions.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Staff Claims	C	IUM/000/C/10/3/2	Payroll (Staff Claims)	Locum, On Call, Overtime, Shift Allowance, Telephone Claims etc.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Part Time Claims	C	IUM/000/C/10/3/3	Payroll (Part Time Claims)	Part Time Claims.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	Honorarium	C	IUM/000/C/10/3/4	Payroll (Honorarium)	Honorarium.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				5	Gratuity & Golden Hand Shake	C	IUM/000/C/10/3/5	Payroll (Gratuity & Golden Hand Shake)	Gratuity & Golden Hand Shake.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				6	Employee Provident Fund (EPF)	C	IUM/000/C/10/3/6	Payroll (Employee Provident Fund (EPF))	Employee Provident Fund (EPF).	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				7	Income Tax	C	IUM/000/C/10/3/7	Payroll (Income Tax)	Correspondence, CP38, EA Form, Tax Borne Letter, CP22A, CP21, EC Statement/CP8D Form, TP1, TP3.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				8	Payroll Creditors	C	IUM/000/C/10/3/8	Payroll Creditors	Correspondences with Payroll Creditors, Receipts.	7	400-5.5.1 Bayaran Urusan Emolumen	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		4	Students	1	Sponsorship	G	IUM/000/10/4/1	Students (Sponsorship)	Application Forms, Correspondences on sponsorships with IUM Endowment Fund, Local & International Sponsorships, Letter of refund to sponsors.	7	400-20/7 (UITM) - Elaun Untuk Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Tuition Fees	G	IUM/000/10/4/2	Students (Tuition Fees)	Tuition fees correspondences.	4	400-3b.i Sistem Perakaunan - Baucar bayaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan empat (4) tahun di pejabat awam dipatuhi.	
		5	Financing	1	Housing Financing	C	IUM/000/C/10/5/1	Housing Financing	Eligibility Letter, Charge, Power of Attorney, Quit Rent & Assessment Tax Bill, Caveat, Discharge of Charge.	5	400-10.10.3 Akaun Pinjaman	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Vehicle Financing	C	IUM/000/C/10/5/2	Vehicle Financing	Eligibility Letter.	5	400-10.10.3 Akaun Pinjaman	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Computer Financing	C	IUM/000/C/10/5/3	Computer Financing	Early Settlement.	5	400-10.10.3 Akaun Pinjaman	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Budget	1	Operating Budget	C	IUM/000/C/10/6/1	Budget (Operating Budget)	Budget Distribution / Submission / Withdrawal.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Supplementary Budget	C	IUM/000/C/10/6/2	Budget (Supplementary Budget)	Supplementary Budget.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Virement of Budget	C	IUM/000/C/10/6/3	Budget (Virement of Budget)	Virement of Budget.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	Development Budget	C	IUM/000/C/10/6/4	Budget (Development Budget)	Development Budget.	5	400-6.6.2 Bajet Pembangunan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Budget Performance Report	C	IUM/000/C/10/6/5	Budget (Budget Performance Report)	Budget Performance Report.	7	400-1.1.9 Jawatan Kuasa Pengurusan Kewangan dan Akaun	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				6	Staff Computer Allowance	C	IUM/000/C/10/6/6	Budget (Staff Computer Allowance)	Staff Computer Allowance.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		7	Purchasing	1	Proposal to Purchase	G	IUM/000/10/7/1	Purchasing (Proposal to Purchase)	Proposal to Purchase.	7	400-12.12.2 Sebutharga	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Letter of Quotation	C	IUM/000/C/10/7/2	Purchasing (Letter of Quotation)	Letter of Quotation.	7	400-12.12.2 Sebutharga	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	IUM Suppliers Evaluation	C	IUM/000/C/10/7/3	Purchasing (IUM Suppliers Evaluation)	IUM Suppliers Evaluation.	1	400-7 Analisa Kontraktor/Pembekal M011	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
				4	Variation Order	G	IUM/000/10/7/4	Purchasing (Variation Order)	Variation Order.	7	400-12.12.2 Sebutharga	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				5	Release Bank Guarantee	C	IUM/000/C/10/7/5	Purchasing (Release Bank Guarantee)	Release Bank Guarantee.	5	400-10.10.3 Akaun Pinjaman	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Fuel Card	G	IUM/000/10/7/6	Purchasing (Fuel Card)	Fuel Card.	7	400-12.12.1 Pembelian Terus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				7	Factoring Letter	G	IUM/000/10/7/7	Purchasing (Factoring Letter)	Factoring Letter.	7	400-12.12.1 Pembelian Terus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				8	Correspondence with Ministry	G	IUM/000/10/7/8	Purchasing (Correspondence with Ministry)	Correspondence with Ministry.	7	400-6.6.1 Bajet Mengurus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				9	Emergency Procurement	G	IUM/000/10/7/9	Purchasing (Emergency Procurement)	Emergency Procurement.	7	400-12.12.8 Pembelian Darurat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				10	Smart Card Project	G	IUM/000/10/7/10	Purchasing (Smart Card Project)	Smart Card Project.	7	400-12.12.1 Pembelian Terus	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		8	Investment	1	Fund Management	C	IUM/000/C/10/8/1	Fund Management	Appointment of Fund Manager, Portfolio Manager, Unit Trust, Gold, Proposal on Investment.	1	400-7 Laporan Portfolio Pengurusan Pelaburan (LA-16)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	
		9	Trust Account	1	KCDIO Trust Accounts Management	C	IUM/000/C/10/9/1	KCDIO Trust Accounts Management	Trust Fund Correspondences.	5	400-10-10.2 Akaun Amanah	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Chairs Trust Accounts	C	IUM/000/C/10/9/2	Chairs Trust Accounts	Trust Account (Chair of Ibn Khaldun (KIRKHS, Chair of Al-Bukhari (KAED) Trust Account, Chair In Islamic Management (KENMS) Trust Account, Tun Mahathir Chair for Global Peace (AIKOL) Trust Account).	5	400-10-10.2 Akaun Amanah	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		10	Corporate Tax	1	Goods & Service Tax	C	IUM/000/C/10/10/1	Corporate Taxation (Goods & Service Tax)	Goods & Service Tax.	20	400-3b.i Sistem Perakaunan	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi.	
				2	Tax Relief Letter	C	IUM/000/C/10/10/2	Corporate Taxation (Tax Relief Letter)	corporate Tax Relief Letter.	20	400-3b.i Sistem Perakaunan	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi.	
				3	General Letter	C	IUM/000/C/10/10/3	Corporate Taxation (General Letter)	Corporate Tax General Letter.	20	400-3b.i Sistem Perakaunan	Rekod dimusnahkan selepas tamat tempoh simpanan dua puluh (20) tahun di pejabat awam dipatuhi.	
		11	Insurance	1	General Insurance	G	IUM/000/10/11/1	Insurance (General Insurance)	General insurance.	5	200-3.9.4 Insuran Bangunan/Kebakaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Group Personal Accident	G	IUM/000/10/11/2	Insurance (Group Personal Accident)	Group personal accident.	7	500-11.1 Insuran Pekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Group Hospitalization & Surgical Insurance	G	IUM/000/10/11/3	Insurance (Group Hospitalization & Surgical Insurance)	Group hospitalization & surgical insurance.	7	500-11.1 Insuran Pekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				4	Principal Controlled Insurance (Contractor All Risk)	G	IUM/000/10/11/4	Insurance (Principal Controlled Insurance - Contractor All Risk)	Principal controlled insurance - contractor all risk.	5	200-3.9.4 Insuran Bangunan/ Kebakaran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		12	Tender	1	Tender	C	IUM/000/C/10/12/1	Tender	Tender.	7	400-12.12.4 Tender	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	General Letter	C	IUM/000/C/10/12/2	Tender (General Letter)	Tender General Letter.	7	400-12.12.4 Tender	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		13	Financial Audit	1	Internal Audit Report	C	IUM/000/C/10/13/1	Finance Audit (Internal Audit Report)	Financial & Management Process.	7	400-3.3.1 Jawatankuasa Audit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Compliance Audit	C	IUM/000/C/10/13/2	Financial Audit (Compliance Audit)	Financial & Management Process.	7	400-3.3.1 Jawatankuasa Audit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	External Audit	C	IUM/000/C/10/13/3	Financial Audit (External Audit)	Financial & Management Process.	7	400-3.3.1 Jawatankuasa Audit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		14	Financial Report	1	Financial Statement	C	IUM/000/C/10/14/1	Financial Statement	Submission of Financial Statement to Relevant Agencies.	7	400-1.1.9 Jawatan Kuasa Pengurusan Kewangan dan Akaun	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
11	Collaboration	1	International Level	1	International Level	G	IUM/000/11/1/1	Collaboration (International Level)	Collaboration established between IUM and other international organization e.g. OIC, WAMY, JUST and etc, Arrangement of MOU/MOA, signing ceremony.	5	100-1.5 Memorandum	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	National Level	1	National Level	G	IUM/000/11/2/1	Collaboration (National Level)	Collaboration established between IUM and other organizations in Malaysia e.g. CELCOM. Arrangement of MOU/MOA, signing ceremony.	5	100-1.5 Memorandum	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	University Level	1	University Level	G	IUM/000/11/3/1	Collaboration (University Level)	Collaboration established between KCDIO in IUM. Arrangement of MOU/MOA, signing ceremony.	5	100-1.5 Memorandum	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	KCDIO Level	1	KCDIO Level	G	IUM/000/11/4/1	Collaboration (KCDIO Level)	Collaboration established between departments in KCDIO. Arrangement of MOU/MOA, signing ceremony.	5	100-1.5 Memorandum	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	MOU/MOA	1	MOU/MOA	G	IUM/000/11/5/1	MOU/MOA	Compilation of completed MOU/MOA.	5	100-1.5 Memorandum	Bagi penyediaan dan penyemakan draf, ulasan/maklumbalas, pindaan draf, rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi. Bagi Memorandum dengan negara luar/dalam negara, rekod dipindah ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
12	Student Affairs	1	Policies & Guidelines	1	Undergraduate	G	IUM/000/12/1/1	Policies & Guidelines (Undergraduate)	Policies & Guidelines for undergraduate students.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				2	Postgraduate	G	IUM/000/12/1/2	Policies & Guidelines (Postgraduate)	Policies & Guidelines for postgraduate students.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/12/1/3	Policies & Guidelines (Matriculation)	Policies & Guidelines for matriculation students.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Students' Union, Association or Society	G	IUM/000/12/1/4	Policies & Guidelines (Students' Union, Association or Society)	Policies & Guidelines for students' union, association or society i.e. establishment, constitution, standard of procedures, and etc.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	W.e.f. 1 Feb. 2019
		2	Student Programmes	1	Undergraduate	G	IUM/000/12/2/1	Student Programmes (Undergraduate)	Non-credited programmes which are arranged by students or KCDIO. Programme proposals will be approved by the division e.g. Student driven programme, department driven programme, approval of programmes, appointment of judges/advisors/trainers/facilitators/coache s/part-timers, students' programmes and certification.	5	700-1 Program Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/12/2/2	Student Programmes (Postgraduate)	Non-credited programmes which are arranged by postgraduate students or KCDIO e.g. visit.	5	700-1 Program Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/12/2/3	Student Programmes (Matriculation)	Non-credited programmes which are arranged by matriculation students or Matriculation Centre.	5	700-1 Program Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Mahallah Management	1	Accommodation - Special Placement	G	IUM/000/12/3/1	Mahallah Management (Accommodation - Special Placement)	Information pertaining to the students' accommodation e.g. Accommodation, Mahallah Issue Based, Application to stay in during vacation, and stay off Campus.	5	700-2 Pengurusan Asrama	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Room Rental	G	IUM/000/12/3/2	Mahallah Management (Room Rental)	Application to rent room, room rates, approval, rules and regulations, etc.	5	700-2 Pengurusan Asrama	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Income Report	G	IUM/000/12/3/3	Mahallah Management (Income Report)	Income Report.	5	700-2 Pengurusan Asrama	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Counselling	1	Counselling	C	IUM/000/C/12/4/1	Student Affairs (Counselling)	Counselling sessions are normally arranged by the student affairs development division for students with academic and personal problems e.g. Counselling sessions for students.	5	700-3 Kaunseling	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Student Disciplines	1	Discipline (Academic Matters)	C	IUM/000/C/12/5/1	Student Disciplines (Discipline - Academic Matters)	Students disciplinary matters related to academic offences including details of students involved, types of offences and evidences e.g. cheating in exam, plagiarism, etc.	5	700-4 Displin Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Discipline (Non-Academic Matters)	C	IUM/000/C/12/5/2	Student Disciplines (Discipline - Non-Academic Matters)	Students disciplinary matters including details of students involved, types of offences and evidences e.g. violation of traffic rules, squatting, compoundable offences.	5	700-4 Displin Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Discipline (Administration)	C	IUM/000/C/12/5/3	Student Disciplines (Discipline - Administration)	Correspondence, warning, guidelines, rules, etc.	5	700-4 Displin Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Election	1	General Election	C	IUM/000/C/12/6/1	Election (General)	Conduct of student election.	5	700-5 Pemilihan Perwakilan Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Matriculation	C	IUM/000/C/12/6/2	Election (Matriculation)	Conduct of matriculation student election.	5	700-5 Pemilihan Perwakilan Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	Society	1	Undergraduate	G	IUM/000/12/7/1	Society (Undergraduate)	The societies are managed by students where their proposals are approved by Student Affairs and Development Division e.g. Establishment of society, student representative council (SRC), law society, TOSFOR, PSYFOR, econs & management student society.	5	700-6 Persatuan Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				2	Postgraduate	G	IUM/000/12/7/2	Society (Postgraduate)	The societies are managed by students where their proposals are approved by Student Affairs and Development Division e.g. PG society.	5	700-6 Persatuan Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/12/7/3	Society (Matriculation)	The societies are managed by students where their proposals are approved by Student Affairs and Development Division e.g. Matriculation student society.	5	700-6 Persatuan Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	Career Guidance	1	Undergraduate	G	IUM/000/12/8/1	Career Guidance (Undergraduate)	Files on trainings, courses, talks and any other programmes tailored towards students career path. e.g. Student motivation and career talk, alumni career.	5	700-7 Panduan Kerjaya	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/12/8/2	Career Guidance (Postgraduate)	Postgraduate.	5	700-7 Panduan Kerjaya	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/12/8/3	Career Guidance (Matriculation)	Matriculation.	5	700-7 Panduan Kerjaya	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		9	Convocation Fiesta	1	Convocation Fiesta	G	IUM/000/12/9/1	Convocation Fiesta	Matters pertaining to the programmes for the convocation fiesta such as names and types of programmes organised, programme details, etc.	3	700-8 Pesta Korvo	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		10	Student Scholarship	1	Undergraduate	C	IUM/000/C/12/10/1	Student Scholarship (Undergraduate)	Scholarship matters for students e.g. IUM financial loan (undergraduate), payment of financial loan, recommendation letter: undergraduate - international, local, sponsors for local students, sponsors for international student, IUM Waqf (Endowment fund), etc.	7	700-9 Biasiswa Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	C	IUM/000/C/12/10/2	Student Scholarship (Postgraduate)	Scholarship matters for students e.g. IUM financial loan (postgraduate), payment of financial loan, recommendation letter; postgraduate - international; local, sponsors for local students, sponsors for international student, IUM Waqf (Endowment fund), etc.	7	700-9 Biasiswa Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				3	Matriculation	C	IUM/000/C/12/10/3	Student Scholarship (Matriculation)	Scholarship matters for students.	7	700-9 Biasiswa Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
		11	Credited Co-curricular Activity	1	First Package	G	IUM/000/12/11/1	Student Affairs (Credited Co-curricular Activity - First Package)	Compulsory credited co-curricular activities which are parts of the graduation requirements e.g. Tahfiz, Wataniah, Leadership and Management.	5	700-10 Aktiviti Ko-Kurikulum Berkredit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Second Package	G	IUM/000/12/11/2	Student Affairs (Credited Co-curricular Activity - Second Package)	Second Package.	5	700-10 Aktiviti Ko-Kurikulum Berkredit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Third Package	G	IUM/000/12/11/3	Student Affairs (Credited Co-curricular Activity - Third Package)	Third Package.	5	700-10 Aktiviti Ko-Kurikulum Berkredit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Compulsory Programme	G	IUM/000/12/11/4	Student Affairs (Credited Co-curricular Activity - Compulsory Programme)	Compulsory Programme.	5	700-10 Aktiviti Ko-Kurikulum Berkredit	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		12	Student Ta'aruf	1	Student Ta'aruf	G	IUM/000/12/12/1	Student Affairs (Student Ta'aruf)	Ta'aruf activities during the Ta'aruf week (beginning of the semester) e.g. Student Ta'aruf.	3	700-11 Orientasi Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		13	Student Welfare	1	Welfare Correspondence	G	IUM/000/12/13/1	Student Welfare (Welfare Correspondence)	Any request and requirements from disabled students during their year of studies in IUM. All correspondence/reports/statistics on student welfare services i.e. Khairat fund, financial advance loan, student insurance (claim & coverage), donation from government & non-government bodies.	5	700-12 Pelajar (Penaja)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	W.e.f. 1 October 2019
				2	Khairat Fund	G	IUM/000/12/13/2	Student Welfare (Khairat Fund)	Khairat Fund.	5	700-12 Pelajar (Penaja)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Financial Advance Loan	G	IUM/000/12/13/3	Student Welfare (Financial Advance Loan)	Financial Advance Loan.	5	700-12 Pelajar (Penaja)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Insurance	G	IUM/000/12/13/4	Student Welfare (Insurance)	Insurance.	7	500-11.1 Insuran Pekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		14	Student (Programmes Sponsorships)	1	Student (Programme Sponsors)	G	IUM/000/12/14/1	Student (Programme Sponsorships)	Request of sponsorship for student programmes/activities.	5	700-12 Pelajar (Penaja)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
13	Academic Affairs	1	Policies & Guidelines	1	Undergraduate	G	IUM/000/13/1/1	Academic Policies & Guidelines (Undergraduate)	Full credit hour system, student exceeding, workload, change of grades, grading system.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/1/2	Academic Policies & Guidelines (Postgraduate)	Full credit hour system, student exceeding, workload, change of grades, grading system.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/1/3	Academic Policies & Guidelines (Matriculation)	Full credit hour system, student exceeding, workload, change of grades, grading system.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Curriculum	1	Undergraduate	G	IUM/000/13/2/1	Curriculum (Undergraduate)	Revise of courses, course offering, course outline	Permanent Value	600-1 Kurikulum	Simpan kekal di pejabat awam.	
				2	Postgraduate	G	IUM/000/13/2/2	Curriculum (Postgraduate)	Revise of courses, course offering, course outline	Permanent Value	600-1 Kurikulum	Simpan kekal di pejabat awam.	
				3	Matriculation	G	IUM/000/13/2/3	Curriculum (Matriculation)	Revise of courses, course offering, course outline	Permanent Value	600-1 Kurikulum	Simpan kekal di pejabat awam.	
		3	Application	1	Undergraduate	G	IUM/000/13/3/1	Application (Undergraduate)	Local admission, admission to double degree, programme, international admission, rejection of application, appeal for admission.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/3/2	Application (Postgraduate)	Local admission, admission to double degree, programme, international admission, rejection of application, appeal for admission.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/3/3	Application (Matriculation)	Local admission, admission to double degree, programme, rejection of application, appeal for admission.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Student Admission	1	University Committee for Post Graduate Studies (UCPS)/ Student Admission Committee	G	IUM/000/13/4/1	Student Admission (University Committee for Post Graduate Studies (UCPS)/Student Admission Committee)	University Committee for Post Graduate Studies (UCPS) Student Admission Committee.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Admissions Criteria	G	IUM/000/13/4/2	Student Admission (Admissions Criteria)	Admissions Criteria.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Evaluation (Undergraduate)	G	IUM/000/13/4/3	Student Admission (Evaluation (Undergraduate))	Evaluation (Undergraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Evaluation (Postgraduate)	G	IUM/000/13/4/4	Student Admission (Evaluation (Postgraduate))	Evaluation (Postgraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Evaluation (Matriculation)	G	IUM/000/13/4/5	Student Admission (Evaluation (Matriculation))	Evaluation (Matriculation).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Verification (Undergraduate)	G	IUM/000/13/4/6	Student Admission (Verification (Undergraduate))	Verification (Undergraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Verification (Postgraduate)	G	IUM/000/13/4/7	Student Admission (Verification (Postgraduate))	Verification (Postgraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Verification (Matriculation)	G	IUM/000/13/4/8	Student Admission (Verification (Matriculation))	Verification (Matriculation).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Accreditation (Undergraduate)	G	IUM/000/13/4/9	Student Admission (Accreditation (Undergraduate))	Accreditation (Undergraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Accreditation (Postgraduate)	G	IUM/000/13/4/10	Student Admission (Accreditation (Postgraduate))	Accreditation (Postgraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				11	Accreditation (Matriculation)	G	IUM/000/13/4/11	Student Admission (Accreditation (Matriculation))	Accreditation (Matriculation).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				12	Recognition (Undergraduate)	G	IUM/000/13/4/12	Student Admission (Recognition (Undergraduate))	Recognition (Undergraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				13	Recognition (Postgraduate)	G	IUM/000/13/4/13	Student Admission (Recognition (Postgraduate))	Recognition (Postgraduate).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				14	Recognition (Matriculation)	G	IUM/000/13/4/14	Student Admission (Recognition (Matriculation))	Recognition (Matriculation).	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Change of Programme	1	Undergraduate	G	IUM/000/13/5/1	Change of Programme (Undergraduate)	Change of programme undergraduate.	5	600-3 Pertukaran Program	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/5/2	Change of Programme (Postgraduate)	Change of programme postgraduate.	5	600-3 Pertukaran Program	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/5/3	Change of Programme (Matriculation)	Change of programme matriculation.	5	600-3 Pertukaran Program	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Twinning Programme	1	Undergraduate	G	IUM/000/13/6/1	Twinning Programme (Undergraduate)	Twinning programme undergraduate.	Permanent Value	600-4 Program Berkembar	Simpan kekal di pejabat awam.	
				2	Postgraduate	G	IUM/000/13/6/2	Twinning Programme (Postgraduate)	Twinning programme postgraduate.	Permanent Value	600-4 Program Berkembar	Simpan kekal di pejabat awam.	
				3	Matriculation	G	IUM/000/13/6/3	Twinning Programme (Matriculation)	Twinning programme matriculation.	Permanent Value	600-4 Program Berkembar	Simpan kekal di pejabat awam.	
		7	Transfer Credit	1	Undergraduate	G	IUM/000/13/7/1	Transfer Credit (Undergraduate)	Transfer credit undergraduate.	5	600-5 Pindah Kredit	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/7/2	Transfer Credit (Postgraduate)	Transfer credit postgraduate.	5	600-5 Pindah Kredit	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/7/3	Transfer Credit (Matriculation)	Transfer credit matriculation.	5	600-5 Pindah Kredit	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	Programme Requirement/Entry/Pre-requisite Course	1	Undergraduate	G	IUM/000/13/8/1	Programme Requirement/Entry/Pre-requisite Course (Undergraduate)	Undergraduate matters.	Permanent Value	600-6 Pra-syarat Kursus	Simpan kekal di pejabat awam.	
				2	Postgraduate	G	IUM/000/13/8/2	Programme Requirement/Entry/Pre-requisite Course (Postgraduate)	Postgraduate matters.	Permanent Value	600-6 Pra-syarat Kursus	Simpan kekal di pejabat awam.	
				3	Matriculation	G	IUM/000/13/8/3	Programme Requirement/Entry/Pre-requisite Course (Matriculation)	Matriculation matters.	Permanent Value	600-6 Pra-syarat Kursus	Simpan kekal di pejabat awam.	
		9	Registration	1	Undergraduate	G	IUM/000/13/9/1	Registration (Undergraduate)	Pre-registration, course registration, add/drop, adjustment.	5	600-7 Pendaftaran Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/9/2	Registration (Postgraduate)	Pre-registration, course registration, add/drop, adjustment.	5	600-7 Pendaftaran Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/9/3	Registration (Matriculation)	Pre-registration, course registration, add/drop, adjustment.	5	600-7 Pendaftaran Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		10	Course Scheduling	1	Undergraduate	G	IUM/000/13/10/1	Course Scheduling (Undergraduate)	Undergraduate.	5	600-8 Penjadualan Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/10/2	Course Scheduling (Postgraduate)	Postgraduate.	5	600-8 Penjadualan Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/10/3	Course Scheduling (Matriculation)	Matriculation.	5	600-8 Penjadualan Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		11	Academic Advising	1	Undergraduate	G	IUM/000/13/11/1	Academic Advising (Undergraduate)	Academic advising by programmes, study plan, appointment of advisors.	5	600-9 Penasihat Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/11/2	Academic Advising (Postgraduate)	Academic advising by programmes, appointment of advisors/supervisors.	5	600-9 Penasihat Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				3	Matriculation	G	IUM/000/13/1/3	Academic Advising (Matriculation)	Matriculation.	5	600-9 Penasihat Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		12	Student Project	1	Thesis (Undergraduate)	C	IUM/000/C/13/12/1	Thesis (Undergraduate)	Thesis report of undergraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Thesis (Postgraduate)	C	IUM/000/C/13/12/2	Thesis (Postgraduate)	Thesis report of postgraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Thesis (Matriculation)	C	IUM/000/C/13/12/3	Thesis (Matriculation)	Thesis report of matriculation student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Dissertation (Undergraduate)	C	IUM/000/C/13/12/4	Dissertation (Undergraduate)	Dissertation report of undergraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Dissertation (Postgraduate)	C	IUM/000/C/13/12/5	Dissertation (Postgraduate)	Dissertation report of postgraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Dissertation (Matriculation)	C	IUM/000/C/13/12/6	Dissertation (Matriculation)	Dissertation report of matriculation student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Research Paper (Undergraduate)	C	IUM/000/C/13/12/7	Research Paper (Undergraduate)	Research paper of undergraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Research Paper (Postgraduate)	C	IUM/000/C/13/12/8	Research Paper (Postgraduate)	Research paper of postgraduate student.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Portfolio	C	IUM/000/C/13/12/9	Portfolio	Student's portfolio report.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Crit	C	IUM/000/C/13/12/10	Crit	Student's CRIT report.	5	600-10 Projek Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		13	Student Practical Training	1	Student Practical Training	C	IUM/000/C/13/13/1	Student Practical Training (Student Practical Training)	Progress Report, Practical Training & Project paper, acceptance letters, placement.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Students Info	C	IUM/000/C/13/13/2	Student Practical Training (Students Info)	Students Info .	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Assesment Report	C	IUM/000/C/13/13/3	Student Practical Training (Assesment Report)	Assesment Report.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	ASSESS FINAL REP	C	IUM/000/C/13/13/4	Student Practical Training (ASSESS FINAL REP)	ASSESS FINAL REP.	3	700-11 Orientasi Pelajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				5	ASSESS PRESENT	C	IUM/000/C/13/13/5	Student Practical Training (ASSESS PRESENT)	ASSESS PRESENT.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Visiting Lecturer Report	C	IUM/000/C/13/13/6	Student Practical Training (Visiting Lecturer Report)	Visiting Lecturer Report.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Interview with Student	C	IUM/000/C/13/13/7	Student Practical Training (Interview with Student)	Interview with Student.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Student Feedback	C	IUM/000/C/13/13/8	Student Practical Training (Student Feedback)	Student Feedback.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Insurance Coverage	C	IUM/000/C/13/13/9	Student Practical Training (Insurance Coverage)	Insurance Coverage.	5	600-11 Latihan Praktikal Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		14	Teaching Efficiency Rating (TER)	1	Teaching Efficiency Rating (TER)	C	IUM/000/C/13/14/1	Teaching Efficiency Rating (TER)	Form, report, evaluation, scheduling and analysis.	5	700-12 Pelajar (Penaja)	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		15	Student Attendance	1	Undergraduate	C	IUM/000/C/13/15/1	Student Attendance (Undergraduate)	Warning, barring from final exam, revocation of barring, excuse from classes & study leaves.	5	600-13 Kehadiran Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				2	Postgraduate	C	IUM/000/C/13/15/2	Student Attendance (Postgraduate)	Warning, barring from final exam, revocation of barring, excuse from classes & study leaves.	5	600-13 Kehadiran Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	C	IUM/000/C/13/15/3	Student Attendance (Matriculation)	Warning, barring from final exam, revocation of barring, excuse from classes & study leaves.	5	600-13 Kehadiran Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		16	Examination	1	Preparation/Submission of Question papers	C	IUM/000/C/13/16/1	Preparation/Submission of Question Papers	Preparation/submition of question papers for examination.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Cover Page/Secrecy and Examination Requirement Forms	C	IUM/000/C/13/16/2	Cover Page/Secrecy and Examination Requirement Forms	Cover page/secrecy and examination requirement forms.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Decentralized Exams	C	IUM/000/C/13/16/3	Decentralized Exams	Course without final examination.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Special Re-sit Exams	C	IUM/000/C/13/16/4	Special Re-sit Exams	Special re-sit exams.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Examination Time-table	C	IUM/000/C/13/16/5	Examination Time-table	Examination Time-table.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Invigilation Duties	C	IUM/000/C/13/16/6	Invigilation Duties	Invigilation duties for examination.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Validation	C	IUM/000/C/13/16/7	Examination (Validation)	Validation.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	APT/EPT/Tilawah	C	IUM/000/C/13/16/8	Examination (APT/EPT/Tilawah)	Examination of APT/EPT/tilawah.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Change of Grades	C	IUM/000/C/13/16/9	Examination (Change of Grades)	Change of grades.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Results	C	IUM/000/C/13/16/10	Examination (Results)	Result of examinations.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				11	MUET	C	IUM/000/C/13/16/11	Examination (MUET)	Examination of MUET.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		17	Board of Examiners	1	Board of Examiners	C	IUM/000/C/13/17/1	Board of Examiners	Appointment of BOE.	5	600-14 Peperiksaan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		18	Appeals	1	Appeal for Re-checking of Answer Scripts	C	IUM/000/C/13/18/1	Appeal for Re-checking of Answer Scripts	Appeal for re-checking of answer script.	5	600-15 Rayuan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Appeal for Admissions	C	IUM/000/C/13/18/2	Appeal for Admissions	Appeal for admissions.	5	600-15 Rayuan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Appeal for Re-admissions	C	IUM/000/C/13/18/3	Appeal for Re-admissions	Appeal for re-admissions.	5	600-15 Rayuan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Deferment of Study	C	IUM/000/C/13/18/4	Deferment of Study	Deferment of study.	5	600-2 Permohonan & Kemasukan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		19	Student Status	1	Undergraduate	C	IUM/000/C/13/19/1	Student Status (Undergraduate)	Dismissals, terminations and withdrawals.	5	600-16 Status Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	C	IUM/000/C/13/19/2	Student Status (Postgraduate)	Dismissals, terminations and withdrawals.	5	600-16 Status Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		20	Examiners (Internal/External)	1	Master	G	IUM/000/13/20/1	Examiners (Internal/External) - Master	Internal examiners and external examiners, appointment/ appreciation letters.	1	600-17 Pemeriksa	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan satu (1) tahun selepas konvoquesyen di pejabat awam dipatuhi.	
				2	PHD	G	IUM/000/13/20/2	Examiners (Internal/External) - PHD	Internal examiners and external examiners, appointment/appreciation letters.	1	600-17 Pemeriksa	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan satu (1) tahun selepas konvoquesyen di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				3	Examiner's Report	G	IUM/000/13/20/3	Examiners (Internal/External) - Examiner's Report.	Internal and external Examiner's Report.	1	600-17 Pemeriksa	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan satu (1) tahun selepas konvokesyen di pejabat awam dipatuhi.	
		21	Independent Study	1	Undergraduate	C	IUM/000/C/13/21/1	Independent Study (Undergraduate)	Graduating student can register a course required by the programme which is not offer in the current semester.	5	600-7 Pendaftaran Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	C	IUM/000/C/13/21/2	Independent Study (Postgraduate)	Graduating student can register a course required by the programme which is not offer in the current semester.	5	600-7 Pendaftaran Kursus	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		22	Graduation	1	Undergraduate	G	IUM/000/13/22/1	Graduation (Undergraduate)	List of graduating student and student clearance for graduation.	5	600-18 Tamat Pengajian	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/22/2	Graduation (Postgraduate)	List of graduating student and student clearance for graduation.	5	600-18 Tamat Pengajian	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/22/3	Graduation (Matriculation)	Matriculation.	5	600-18 Tamat Pengajian	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		23	Board of Studies	1	Board of Studies	G	IUM/000/13/23/1	Board of Studies	Appointment of Board of studies.	5	600-19 Lembaga Pengajian	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		24	Student Academic Performance Report	1	Undergraduate	G	IUM/000/13/24/1	Student Academic Performance Report Undergraduate	Student academic performance report undergraduate.	5	600-20 Laporan Prestasi Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/24/2	Student Academic Performance Report Postgraduate	Student academic performance report postgraduate.	5	600-20 Laporan Prestasi Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/24/3	Student Academic Performance Report Matriculation	Student academic performance report matriculation.	5	600-20 Laporan Prestasi Akademik	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		25	Student Exchange Programme	1	Student Exchange Programme	G	IUM/000/13/25/1	Student Exchange Programme	Student exchange programme.	5	600-21 Program Pertukaran Pelajar	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		26	Student Attachment	1	Student Attachment	G	IUM/000/13/26/1	Student Attachment	Elective posting attachment for science based students.	5	600-22 Latihan Industri	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		27	Recognition	1	Undergraduate	G	IUM/000/13/27/1	Recognition of Undergraduate Programmes	Proposal paper for academic programmes for Undergraduate programmes to be recognized by institution/agency.	5	600-23 Pengiktirafan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Postgraduate	G	IUM/000/13/27/2	Recognition of Postgraduate Programmes	Proposal paper for academic programmes for Postgraduate programmes to be recognized by institution/agency.	5	600-23 Pengiktirafan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Matriculation	G	IUM/000/13/27/3	Recognition of Matriculation Programmes	Proposal paper for academic programmes for Matriculation programmes to be recognized by institution/agency.	5	600-23 Pengiktirafan	Rekod dipindahkan ke Unit Arkib selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
14	Research & Publications	1	Research Policies and Guidelines	1	Research Policies and Guidelines	G	IUM/000/14/1/1	Research Policies and Guidelines	General matters/policies i.e. IRPA.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Research Planning & Budget	1	Research Planning & Budget	G	IUM/000/14/2/1	Research Planning & Budget	Research planning and budget.	Permanent Value	800-1 Perancangan dan Bajet Penyelidikan	Simpan kekal di pejabat awam.	
		3	Research Grant	1	University Grant	G	IUM/000/14/3/1	Research Grant (University Grant)	All research grants given by university.	Permanent Value	800-2 Geran Penyelidikan	Simpan kekal di pejabat awam.	
				2	Ministry of Higher Education (MOHE)	G	IUM/000/14/3/2	Research Grant (Ministry of Higher Education (MOHE))	All research grants given by MOHE.	Permanent Value	800-2 Geran Penyelidikan	Simpan kekal di pejabat awam.	
				3	Ministry of Science Technology and Innovation (MOSTI)	G	IUM/000/14/3/3	Research Grant (Ministry of Science Technology and Innovation (MOSTI))	All research grants given by MOSTI.	Permanent Value	800-2 Geran Penyelidikan	Simpan kekal di pejabat awam.	
				4	Others	G	IUM/000/14/3/4	Research Grant (Others)	Research grants given by other than stated by 1, 2, or 3.	Permanent Value	800-2 Geran Penyelidikan	Simpan kekal di pejabat awam.	
		4	Intellect Property Management	1	Intellect Property Management	G	IUM/000/14/4/1	Intellect Property Management	Copyright, Patern & Trademark.	Permanent Value	800-3 Pengurusan Harta Intelek	Simpan kekal di pejabat awam.	
		5	Research Report	1	Research Report	G	IUM/000/14/5/1	Research Report	Research Report.	Permanent Value	800-4 Laporan Penyelidikan	Simpan kekal di pejabat awam.	
		6	Research Funds	1	Research Funds	G	IUM/000/14/6/1	Research Funds	Incentive for PHD students & staff on study leave.	Permanent Value	800-5 Dana Penyelidikan	Simpan kekal di pejabat awam.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		7	Sponsored Research	1	Local	G	IUM/000/14/7/1	Sponsored Research (local)	Local.	Permanent Value	800-6 Tajaan Penyelidikan	Simpan kekal di pejabat awam.	
				2	International	G	IUM/000/14/7/2	Sponsored Research (International)	International.	Permanent Value	800-6 Tajaan Penyelidikan	Simpan kekal di pejabat awam.	
		8	Publications	1	Journals	G	IUM/000/14/8/1	Publications (Journals)	Journals.	Permanent Value	800-7 Penerbitan	Simpan kekal di pejabat awam.	
				2	Articles	G	IUM/000/14/8/2	Publications (Articles)	Articles.	Permanent Value	800-7 Penerbitan	Simpan kekal di pejabat awam.	
				3	Books	G	IUM/000/14/8/3	Publications (Books)	Books.	Permanent Value	800-7 Penerbitan	Simpan kekal di pejabat awam.	
		9	Distribution	1	Sales	G	IUM/000/14/9/1	Distribution (Sales Report)	Sales report from book sales.	Permanent Value	800-8 Pengagihan	Simpan kekal di pejabat awam.	
				2	Complimentary Materials	G	IUM/000/14/9/2	Distribution (Complimentary Materials)	Complimentary Materials.	Permanent Value	800-8 Pengagihan	Simpan kekal di pejabat awam.	
		10	Survey / Research	1	Survey / Research	G	IUM/000/14/10/1	Survey / Research	Survey/Research	Permanent Value	800-9 Kaji selidik / Penyelidikan	Simpan kekal di pejabat awam.	
		11	Research Unit/Centre/ Institute	1	General	G	IUM/000/14/11/1	Research Unit/Centre/Institute (General)	General	Permanent Value	800-10 Pengurusan Penyelidikan Am	Simpan kekal di pejabat awam.	
				2	Application	G	IUM/000/14/11/2	Research Unit/Centre/Institute (Application)	Application	Permanent Value	800-10 Pengurusan Penyelidikan Am	Simpan kekal di pejabat awam.	
				3	Monitoring	G	IUM/000/14/11/3	Research Unit/Centre/Institute (Monitoring)	Monitoring	Permanent Value	800-10 Pengurusan Penyelidikan Am	Simpan kekal di pejabat awam.	
		12	Research Finding	1	Research Finding	G	IUM/000/14/12/1	Research Finding	Research Finding	Permanent Value	800-11 Hasil Penyelidikan	Simpan kekal di pejabat awam.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
15	Consultancy	1	Policies and Guidelines	1	Policies and Guidelines	G	IUM/000/15/1/1	Consultancy (Policies and Guidelines)	Policies and guidelines for consultancy service.	5	100-1.8 Pekeliling / Surat Pekeliling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Consultancy Works	1	Consultancy Works	G	IUM/000/15/2/1	Consultancy Works	Consultancy project, registration, appointment, agreement, termination, joint venture, programmes/activities, paper work etc.	Permanent Value	800-12 Kerja-kerja Perundingan	Simpan kekal di pejabat awam.	
		3	Entrepreneurship	1	Entrepreneurship	G	IUM/000/15/3/1	Entrepreneurship	Project, programme, report, etc.	Permanent Value	800-13 Keusahawanan	Simpan kekal di pejabat awam.	
		4	Consultancy Report	1	Consultancy Report	G	IUM/000/15/4/1	Consultancy Report	Report on consultancy matters.	Permanent Value	800-14 Laporan Perundingan	Simpan kekal di pejabat awam.	
		5	Translation/ Transliteration Works	1	Translation/Transliteration Works	G	IUM/000/15/5/1	Translation/Transliteration Works	Translation/Transliteration works or services.	Permanent Value	800-15 Terjemahan / Transliterasi	Simpan kekal di pejabat awam.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
16	Publicity	1	Brochure/Pamphlet	1	Brochure/Pamphlet	G	IUM/000/16/1/1	Brochure / Pamphlet	Information about university/KCDIO.	3	100-2.1 Publisiti & Promosi	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		2	Printed Media	1	Printed Media	G	IUM/000/16/2/1	Printed Media	Advertisement (incl. salutation) in newspaper, press kit, note to editor, etc.	5	100-2.2 Keratan Akhbar	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Non-printed Media	1	Non-printed Media	G	IUM/000/16/3/1	Non-printed Media	Information or announcement for tv/radio/internet.	5	100-2.2 Keratan Akhbar	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Media Release	1	Media Release	G	IUM/000/16/4/1	Media Release	Press release by University/KCDIO.	5	100-2.2 Keratan Akhbar	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Exhibition & Promotion	1	Gombak Campus	G	IUM/000/16/5/1	Exhibition & Promotion (Gombak Campus)	Correspondence and activities related to exhibition, exposition & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO in Gombak Campus.	3	100-2.6 Pameran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Matriculation Campus	G	IUM/000/16/5/2	Exhibition & Promotion (Matriculation Campus)	Correspondence and activities related to exhibition, exposition & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO in Matriculation Campus.	3	100-2.6 Pameran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Kuantan Campus	G	IUM/000/16/5/3	Exhibition & Promotion (Kuantan Campus)	Correspondence and activities related to exhibition, exposition & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO in Kuantan Campus.	3	100-2.6 Pameran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				4	ISTAC Campus	G	IUM/000/16/5/4	Exhibition & Promotion (ISTAC Campus)	Correspondence and activities related to exhibition, exposition & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO in ISTAC Campus.	3	100-2.6 Pameran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				5	Research Exhibition	G	IUM/000/16/5/5	Exhibition & Promotion (Research Exhibition)	Correspondence and activities related to research exhibition, exposition & promotion, booking of venue, nomination of staff, related purchases, arranged by KCDIO.	3	100-2.6 Pameran	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Protocol	1	Protocol	G	IUM/000/16/6/1	Protocol	Correspondence, entertaining university guests include those from school, private government.	3	100-2.7 Istadat / Protokol	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		7	Bulletin	1	Bulletin	G	IUM/000/16/7/1	Bulletin	Periodical issue of a department in a booklet form.	1	100-9.2 Penerbitan Kementerian / Jabatan / Agensi	Satu salinan diserahkan ke ANM satu (1) bulan selepas diterbitkan.	
				2	Magazine	G	IUM/000/16/7/2	Megazine	Magazine.	1	100-9.2 Penerbitan Kementerian / Jabatan / Agensi	Satu salinan diserahkan ke ANM satu (1) bulan selepas diterbitkan.	
		8	Printed	1	Printed Material/Publication	G	IUM/000/16/8/1	Printed Material/Publication	Non-academic materials of publication.	1	100-9.2 Penerbitan Kementerian / Jabatan / Agensi	Satu salinan diserahkan ke ANM satu (1) bulan selepas diterbitkan.	
		9	Corporate Video/VCD	1	Corporate Video/VCD	G	IUM/000/16/9/1	Corporate Video/VCD	Information about university/KCDIO.	1	100-9.2 Penerbitan Kementerian / Jabatan / Agensi	Satu salinan diserahkan ke ANM satu (1) bulan selepas diterbitkan.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
17	Training	1	Training Policy	1	Training Policy	G	IUM/000/17/1/1	Training Policy	Any matters related to training policy.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Administrative & Technical Staff Training & Development (ASTD)	1	Administrative & Technical Staff Training & Development (ASTD)	G	IUM/000/17/2/1	Administrative & Technical Staff Training & Development (ASTD)	Meeting, workshop held in order to develop staff e.g : study loan.	5	500-12.1 Perancangan Program Latihan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Study Leave (Academic)	1	Study Leave (Academic)	G	IUM/000/17/3/1	Study Leave (Academic)	Any matters related to staff study leave for academic staff.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Study Leave (Non-Academic)	G	IUM/000/17/3/2	Study Leave (Non-Academic)	Any matters related to staff study leave for administrative and technical staff.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	Skim Latihan Akademik Bumiputera (SLAB)	1	Skim Latihan Akademik Bumiputera (SLAB)	G	IUM/000/17/4/1	Skim Latihan Akademik Bumiputera (SLAB)	Any matters related to Skim Latihan Akademik Bumiputera (SLAB).	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Administrative & Technical Staff Training Requirement (ATSTR)	1	Administrative & Technical Staff Training Requirement (ATSTR)	G	IUM/000/17/5/1	Administrative & Technical Staff Training Requirement (ATSTR)	Training Budget for KCDIO.	5	500-12.1 Perancangan Program Latihan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Staff Scholarship	1	Academic	G	IUM/000/17/6/1	Staff Scholarship (Academic)	Any matters related to staff scholarship for academic.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Administrative	G	IUM/000/17/6/2	Staff Scholarship (Administrative)	Any matters related to staff scholarship for academic.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	Research Methodology	1	Research Methodology	G	IUM/000/17/7/1	Research Methodology	Any matters related to research methodology.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	Biro Tata Negara (BTN)	1	Biro Tata Negara (BTN)	G	IUM/000/17/8/1	Biro Tata Negara (BTN)	Any matters related to Biro Tata Negara (BTN).	3	500-12.4 Latihan / Kursus Anjuran Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		9	Ta'aruf/Intellectual Discourse	1	Ta'aruf/Intellectual Discourse	G	IUM/000/17/9/1	Ta'aruf/Intellectual Discourse	Any matters related to ta'aruf/intellectual discourse.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		10	Diploma in IS/IRK/HS	1	Diploma in IS/IRK/HS	G	IUM/000/17/10/1	Diploma in IS/IRK/HS	Any matters related to diploma in IS/IRK/HS.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		11	Ibadah Camp	1	Ibadah Camp	G	IUM/000/17/11/1	Ibadah Camp	Any matters related to ibadah camp.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		12	Induction Course	1	Induction Course	G	IUM/000/17/12/1	Induction Course	Any matters related to induction course.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		13	In-House Training	1	University Level	G	IUM/000/17/13/1	University Level	Conducting or attending courses which are conducted by university.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Department Level	G	IUM/000/17/13/2	Department Level	Conducting or attending courses which are conducted by department.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		14	External Training	1	Local	G	IUM/000/17/14/1	Local	Any documents related to registration or attending training courses which are conducted by external organizations including information on the external training programmes.	3	500-12.4 Latihan / Kursus Anjuran Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Overseas	G	IUM/000/17/14/2	Overseas	Overseas.	3	500-12.5 Latihan / Kursus / Seminar / Bengkel / Persidangan Luar Negeri	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		15	English Improvement Programme (Academic)	1	English Improvement Programme (Academic)	G	IUM/000/17/15/1	English Improvement Programme (Academic)	Any matters related to english improvement for academic staff.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		16	English Improvement Programme (Non-Academic)	1	English Improvement Programme (Non-Academic)	G	IUM/000/17/16/1	English Improvement Programme (Non-Academic)	Any matters related to english improvement for non-academic staff.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		17	ICT Training	1	ICT Training	G	IUM/000/17/17/1	ICT Training	Any matters related to ICT training.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		18	Training Assessment & Report	1	Training Assessment & Report	G	IUM/000/17/18/1	Training Assessment & Report	Training programme analysis and reports.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		19	Academic staff Enhancement Programme	1	Academic staff Enhancement Programme	G	IUM/000/17/19/1	Academic Staff Enhancement Programme	Teaching methodology course.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		20	Jawatankuasa Program Latihan Bersama Universiti-Universiti	1	Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia	G	IUM/000/17/20/1	Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia	Jawatankuasa Program Latihan Bersama Universiti-Universiti Malaysia (JALUMA).	3	100-3.1 Program Kerjasama Dalam Negeri	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		21	Practical Training/ Attachment	1	Practical Training/ Attachment	G	IUM/000/17/21/1	Practical Training	Staff/student who are doing outside practical.	5	500-12.10 Latihan Penempatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		22	Occupational Safety & Health Programme	1	Occupational Safety & Health Programme	G	IUM/000/17/22/1	Occupational Safety & Health Programme	Any matters related to programme occupational safety & health.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		23	Sabbatical Leave	1	Sabbatical Leave	G	IUM/000/17/23/1	Sabbatical Leave	Correspondence, rules and regulations, etc on related to sabbatical leave.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		24	Sub-Specialty Training	1	Sub-Specialty Training	G	IUM/000/17/24/1	Sub-Specialty Training	Correspondence, rules and regulations, etc on related to sub-specialty training.	5	500-12.9 Tajaan Latihan Belajar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
18	Activity/ Programme	1	Islamic Enhancement Programme (IEP)	1	Islamic Enhancement Programme (IEP)	G	IUM/000/18/1/1	Islamic Enhancement Programme (IEP)	Activities related to islamic enhancement Programme (IEP).	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		2	Family Day	1	Family Day	G	IUM/000/18/2/1	Family Day	Arrangement of family day for KCDIO.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	IUM Staff Appreciation Ceremony	1	IUM Staff Appreciation Ceremony	G	IUM/000/18/3/1	IUM Staff Appreciation Ceremony	Arrangement of IUM staff appreciation ceremony.	3	100-15.1 Penghargaan & Pengiktirafan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		4	Dynamic Programme	1	Dynamic Programme	G	IUM/000/18/4/1	Dynamic Programme	Arrangement of dynamic programme.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		5	Spiritual Enhancement Programme	1	Qiyamullail	G	IUM/000/18/5/1	Qiyamullail	Qiyam al-Layl, usrah, etc.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Kuliah/Solat/Usrah	G	IUM/000/18/5/2	Kuliah/Solat/Usrah	Kuliah/Solat/Usrah.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Talks	1	Executive Talk	G	IUM/000/18/6/1	Executive Talk	Talk organized for professional and management staff.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Public Lecture	G	IUM/000/18/6/2	Public Lecture	Public Lecture.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		7	Workshops	1	University Level	G	IUM/000/18/7/1	Workshops (University Level)	Workshop organized by IUM.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	KCDIO Level	G	IUM/000/18/7/2	Workshops (KCDIO Level)	Workshop organized by KCDIO.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		8	Sports Programme	1	University Level	G	IUM/000/18/8/1	Sports Programme (University Level)	Sport programme organized by IUM e.g. jogathon, power walk, inter-varsity sports carnival, sport committee (Univ. level) & (KCDIO level), etc.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	KCDIO Level	G	IUM/000/18/8/2	Sports Programme (KCDIO Level)	Sport programme organized by KCDIO.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		9	Community Service	1	Program Anak Angkat	G	IUM/000/18/9/1	Program Anak Angkat	Any matters related to community service e.g. Program anak angkat.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Program Kampung Angkat	G	IUM/000/18/9/2	Program Kampung Angkat	Any matters related to community service e.g. Program kampung angkat.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Gotong-royong (Internal & External)	G	IUM/000/18/9/3	Gotong-royong (Internal & External)	Gotong-royong project.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				4	Special Community Service	G	IUM/000/18/9/4	Special Community Service	Other community services.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				5	Medical Social Services	G	IUM/000/18/9/5	Medical Social Services	All matters related to Medical Social Services.	1	100-2.20 Derma/Sumbangan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan satu (1) tahun di pejabat awam dipatuhi.	w.e.f. 1 Jun 2019
		10	Special Programmes	1	National Day Celebration	G	IUM/000/18/10/1	National Day Celebration	Any matters related to special programmes e.g. National day celebration.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Ifar/ Eid Gathering	G	IUM/000/18/10/2	Ifar/Eid Gathering	Any matters related to special programmes e.g. Ifar / eid gathering.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Khatam Al-Quran	G	IUM/000/18/10/3	Khatam Al-Quran	Any matters related to special programmes e.g. Khatam al quran.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				4	Launching Ceremony	G	IUM/000/18/10/4	Launching Ceremony	Launching ceremony, launching of product, etc.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				5	Welcoming/Farewell/ Appreciation	G	IUM/000/18/10/5	Welcoming/Farewell/Appreciation	Welcoming/Farewell/ Appreciation.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				6	Islam Hadhari	G	IUM/000/18/10/6	Islam Hadhari	Programmes, attendance, speakers, etc.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				7	Labour Day	G	IUM/000/18/10/7	Labour Day	Programmes.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				8	Special Programmes	G	IUM/000/18/10/8	Special Programmes	Any programmes conducted by Government/ University/Private/NGO.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		11	Professorial & Memorial Lecture Series	1	Professorial & Memorial Lecture Series	G	IUM/000/18/11/1	Professorial & Memorial Lecture Series	Lectures given by newly appointed Professors or given to commemorate the late distinguished Professors.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	IUM Council of Professors	G	IUM/000/18/11/2	IUM Council of Professors	Professorial dialogue, meetings, programmes for IUM professors.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		12	Activity Report	1	Activity Report	G	IUM/000/18/12/1	Activity Report	Any report related to KCDIO activities or programme required by the university or government.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		13	Fund Raising Activity	1	Fund Raising Activity	G	IUM/000/18/13/1	Fund Raising Activity	Creative fund raising activity, bazaar cart activity, bazaar ramadhan activity.	3	100-15.1 Majlis / Sambutan / Perayaan / Pesta Dalam & Luar Pejabat Awam	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
19	Conference / Seminar	1	Policies and Guidelines	1	Policies and Guidelines	G	IUM/000/19/1/1	Conference/Seminars (Policies and Guidelines)	Policies and guidelines on organizing or attending seminars and conferences.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	International Conference/Seminar	1	International Conference/ Seminar	G	IUM/000/19/2/1	International Conference/ Seminar	Attending, presenting papers, participating in international conferences and seminars.	3	500-12.5 Latihan / Kursus / Seminar / Bengkel / Persidangan Luar Negeri	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	Local Conference/ Seminar	1	Academic Staff	G	IUM/000/19/3/1	Local Conference/Seminar (Academic Staff)	Attending, presenting papers, participating in local conferences and seminars.	3	500-12.4 Latihan / Kursus Anjuran Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Administrative Staff	G	IUM/000/19/3/2	Local Conference/Seminar (Administrative Staff)	Attending, presenting papers, participating in local conferences and seminars.	3	500-12.4 Latihan / Kursus Anjuran Jabatan Luar	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		4	Organised Seminar/ Conference	1	Local	G	IUM/000/19/4/1	Organised Seminar/Conference (Local)	Matters related to organizing local seminars and conferences.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	International	G	IUM/000/19/4/2	Organised Seminar/Conference (International)	Matters related to organizing international seminars and conferences.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
		5	Conference/Seminar Report	1	Conference/Seminar Report	G	IUM/000/19/5/1	Conference/Seminar Report	Reports for attending seminars/conferences (Local/International).	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Conference/Seminar Information	1	Conference/Seminar Information	G	IUM/000/19/6/1	Conference/Seminar Information	Brochures and flyers on conferences/seminars.	3	500-12.3 Latihan / Kursus Dalam Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
20	Meeting	1	International Level	1	CONSAL	G	IUM/000/20/1/1	CONSAL	International level meeting attended or organized by IUM Staff involving other organizations outside Malaysia.	5	100-5.3 Mesyuarat Luar Negeri	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	National Level	1	Meeting with Jabatan Pendidikan Tinggi	G	IUM/000/20/2/1	Meeting with Jabatan Pendidikan Tinggi	Meetings attended or organized by IUM Staff which involve other organizations outside IUM.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Meeting with Unit Pusat Universiti (UPU)	G	IUM/000/20/2/2	Meeting with Unit Pusat Universiti (UPU)	Meetings attended or organized by IUM Staff which involve other organizations outside IUM.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Board of Management Committee METEOR	G	IUM/000/20/2/3	Board of Management Committee METEOR	Board of Management Committee METEOR.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Board of Director Meeting METEOR	G	IUM/000/20/2/4	Board of Director Meeting METEOR	Board of Director Meeting METEOR.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Jawatankuasa Pemandu Kajian Mengenai Kemasukan Pelajar Aliran Agama ke IPTA	G	IUM/000/20/2/5	Jawatankuasa Pemandu Kajian Mengenai Kemasukan Pelajar Aliran Agama ke IPTA	Jawatankuasa Pemandu Kajian Mengenai Kemasukan Pelajar Aliran Agama ke IPTA.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Jawatankuasa Kecil Memperkasakan Pencapaian Akademik Pelajar Bumiputra-Kemiskinan & Pendidikan	G	IUM/000/20/2/6	Jawatankuasa Kecil Memperkasakan Pencapaian Akademik Pelajar Bumiputra-Kemiskinan & Pendidikan	Jawatankuasa Kecil Memperkasakan Pencapaian Akademik Pelajar Bumiputra-Kemiskinan & Pendidikan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Jawatankuasa Kecil Perkongsian Pintar sistem Maklumat Bersepadu IPTA	G	IUM/000/20/2/7	Jawatankuasa Kecil Perkongsian Pintar sistem Maklumat Bersepadu IPTA	Jawatankuasa Kecil Perkongsian Pintar sistem Maklumat Bersepadu IPTA	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Meeting Between Minister of Education & Vice Chancellor	G	IUM/000/20/2/8	Meeting Between Minister of Education & Vice Chancellor	Meeting Between Minister of Education & Vice Chancellor.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Mesyuarat Perunding Ulama Negara	G	IUM/000/20/2/9	Mesyuarat Perunding Ulama Negara	Mesyuarat Perunding Ulama Negara.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Mesyuarat Jawatankuasa Majlis Agama Islam Selangor	G	IUM/000/20/2/10	Mesyuarat Jawatankuasa Majlis Agama Islam Selangor	Mesyuarat Jawatankuasa Majlis Agama Islam Selangor.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				11	Lembaga Pengarah Universiti Terbuka Malaysia (UNITEM)	G	IUM/000/20/2/11	Lembaga Pengarah Universiti Terbuka Malaysia (UNITEM)	Lembaga Pengarah Universiti Terbuka Malaysia (UNITEM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				12	Mesyuarat J/Kuasa Pengurusan ICT IPTA	G	IUM/000/20/2/12	Mesyuarat J/Kuasa Pengurusan ICT IPTA	Mesyuarat J/Kuasa Pengurusan ICT IPTA.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				13	Mesyuarat J/Kuasa Tetap Multimedia	G	IUM/000/20/2/13	Mesyuarat J/Kuasa Tetap Multimedia	Mesyuarat J/Kuasa Tetap Multimedia.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				14	Mesyuarat J/Kuasa Pemandu Open Source Software	G	IUM/000/20/2/14	Mesyuarat J/Kuasa Pemandu Open Source Software	Mesyuarat J/Kuasa Pemandu Open Source Software.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				15	PERPUN	G	IUM/000/20/2/15	PERPUN	PERPUN	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				16	Meeting with Ministry of Science & Innovation (MOSTI)	G	IUM/000/20/2/16	Meeting with Ministry of Science & Innovation (MOSTI)	Meeting with Ministry of Science & Innovation (MOSTI).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				17	Meeting on IPTA Postgraduate Management Meeting	G	IUM/000/20/2/17	Meeting on IPTA Postgraduate Management Meeting	Meeting on IPTA postgraduate management meeting.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				18	Mesyuarat Majlis Perumahan Universiti Malaysia (MAPUM)	G	IUM/000/20/2/18	Mesyuarat Majlis Perumahan Universiti Malaysia	Mesyuarat Majlis Perumahan Universiti Malaysia (MAPUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				19	Mesyuarat Tataertib Universiti Malaysia (MATDUM)	G	IUM/000/20/2/19	Mesyuarat Tataertib Universiti Malaysia (MATDUM)	Mesyuarat Tataertib Universiti Malaysia (MATDUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				20	Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	G	IUM/000/20/2/20	Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	Mesyuarat Timbalan-Timbalan Naib Canselor/Timbalan Rektor	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				21	Mesyuarat Majlis Sukan Universiti Malaysia (MASUM)	G	IUM/000/20/2/21	Mesyuarat Majlis Sukan Universiti Malaysia (MASUM)	Mesyuarat Majlis Sukan Universiti Malaysia (MASUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				22	Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM)	G	IUM/000/20/2/22	Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM)	Mesyuarat Majlis Kebudayaan Universiti Malaysia (MAKUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				23	Mesyuarat Majlis Debat Universiti Malaysia (MADUM)	G	IUM/000/20/2/23	Mesyuarat Majlis Debat Universiti Malaysia (MADUM)	Mesyuarat Majlis Debat Universiti Malaysia (MADUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				24	Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM)	G	IUM/000/20/2/24	Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM)	Mesyuarat Majlis Kepimpinan dan Latihan Universiti Malaysia (MAKLUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				25	Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA)	G	IUM/000/20/2/25	Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA)	Mesyuarat Majlis Kaunseling dan Kerjaya Universiti Malaysia (MAKUMA).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				26	Mesyuarat Majlis Keusahawanan Universiti Malaysia (MAKMUM)	G	IUM/000/20/2/26	Mesyuarat Majlis Keusahawanan Universiti Malaysia (MAKMUM)	Mesyuarat Majlis Keusahawanan Universiti Malaysia (MAKMUM).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				27	Mesyuarat Dekan-Dekan Fakulti Farmasi	G	IUM/000/20/2/27	Mesyuarat Dekan-Dekan Fakulti Farmasi	Meeting on Majlis Dekan-Dekan Fakulti Farmasi.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				28	Mesyuarat Dekan-Dekan Fakulti Perubatan	G	IUM/000/20/2/28	Mesyuarat Dekan-Dekan Fakulti Perubatan	Mesyuarat Dekan-Dekan Fakulti Perubatan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				29	Mesyuarat Dekan-Dekan Fakulti Sains Kesihatan	G	IUM/000/20/2/29	Mesyuarat Dekan-Dekan Fakulti Sains Kesihatan	Mesyuarat Dekan-Dekan Fakulti Sains Kesihatan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				30	Mesyuarat Dekan-Dekan Fakulti Kejururawatan	G	IUM/000/20/2/30	Mesyuarat Dekan-Dekan Fakulti Kejururawatan	Mesyuarat Jemaah Dekan-Dekan Fakulti Kejururawatan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				31	Board of Director of Commerce Tjari Bank	G	IUM/000/20/2/31	Board of Director of Commerce Tjari Bank	Board of Director of Commerce Tjari Bank.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				32	Jawatankuasa Tetap Penilaian & Pengiktirafan Kelayakan	G	IUM/000/20/2/32	Jawatankuasa Tetap Penilaian & Pengiktirafan Kelayakan	Jawatankuasa Tetap Penilaian & Pengiktirafan Kelayakan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				33	Jawatankuasa Naib Canselor / Rektor IPTA	G	IUM/000/20/2/33	Jawatankuasa Naib Canselor/Rektor IPTA	Jawatankuasa Naib Canselor/Rektor IPTA.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				34	Meeting Organized by Other Ministry / Organization	G	IUM/000/20/2/34	Meeting Organized by Other Ministry/Organization	Meeting Organized by Other Ministry/Organization.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				35	Mesyuarat Jawatankuasa Kerja Pendidikan	G	IUM/000/20/2/35	Mesyuarat Jawatankuasa Kerja Pendidikan	Mesyuarat Jawatankuasa Kerja Pendidikan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				36	Mesyuarat Lembaga Pengarah Kolej Islam Darul Ridzuan	G	IUM/000/20/2/36	Lembaga Pengarah Kolej Islam Darul Ridzuan	Lembaga Pengarah Kolej Islam Darul Ridzuan.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				37	Majlis Penasihat Undang (IPTA)	G	IUM/000/20/2/37	Majlis Penasihat Undang (IPTA)	Majlis Penasihat Undang (IPTA).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				38	MAPIM	G	IUM/000/20/2/38	MAPIM	Majlis Penerbitan Ilmiah Malaysia.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				39	Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA)	G	IUM/000/20/2/39	Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA)	Matters related to Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA).	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				40	Mesyuarat Majlis Bendahari-Bendahari Universiti Awam	G	IUM/000/20/2/40	Mesyuarat Majlis Bendahari-Bendahari Universiti Awam	Matters related to Mesyuarat Majlis Bendahari- Bendahari Universiti Awam.	5	100-5.2 Mesyuarat Luar Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
		3	University Level	1	Majlis Meeting	C	IUM/000/C/20/3/1	Majlis Meeting	Meetings attended or organized by IUM staff which are chaired by KSU/President/Rector/ Deputy Rectors/Executive Directors.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Senate Meeting	C	IUM/000/C/20/3/2	Senate Meeting	Senate Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Deans' Council Meeting	C	IUM/000/C/20/3/3	Deans' Council Meeting	Deans' Council Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Meeting with Board of Matriculation	C	IUM/000/C/20/3/4	Meeting with Board of Matriculation	Meeting with Board of Matriculation.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Board of Governor (BOG)	C	IUM/000/C/20/3/5	Board of Governor (BOG)	Board of Governor (BOG).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Board of Staff Disciplinary	C	IUM/000/C/20/3/6	Board of Staffs Disciplinary	Board of Staff Disciplinary.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Board of Trustees	C	IUM/000/C/20/3/7	Board of Trustees	Board of Trustees.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Board of Tender, etc.	C	IUM/000/C/20/3/8	Board of Tender, etc.	Board of Tender, etc.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Board of Quality Culture	C	IUM/000/C/20/3/9	Board of Quality Culture	Board of Quality Culture.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Board of Student Affairs (BOSA)	C	IUM/000/C/20/3/10	Board of Student Affairs (BOSA)	Board of Student Affairs (BOSA).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				11	Student Affairs Meeting	C	IUM/000/C/20/3/11	Student Affairs Meeting	Student Affairs Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				12	Standing Finance Committee	C	IUM/000/C/20/3/12	Standing Finance Committee	Standing Finance Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				13	Staff Service Board	C	IUM/000/C/20/3/13	Staff Service Board	Staff Service Board.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				14	Medical Board	C	IUM/000/C/20/3/14	Medical Board	Medical Board.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				15	Board of Continuing Education & Distance Learning	C	IUM/000/C/20/3/15	Board of Continuing Education & Distance Learning	Board of Continuing Education & Distance Learning.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				16	Endowment WAQF Board Meeting	C	IUM/000/C/20/3/16	Endowment WAQF Board Meeting	Endowment WAQF Board Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				17	Administrative Staff Selection Committee	C	IUM/000/C/20/3/17	Administrative Staff Selection Committee	Administrative Staff Selection Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				18	University Development Committee	C	IUM/000/C/20/3/18	University Development Committee	University Development Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				19	University Facilities Committee	C	IUM/000/C/20/3/19	University Facilities Committee	University Facilities Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				20	IUM Convocation Steering Committee	C	IUM/000/C/20/3/20	IUM Convocation Steering Committee	IUM Convocation Steering Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				21	Executive Management Board	C	IUM/000/C/20/3/21	Executive Management Board	Executive Management Board.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				22	OSHA Meeting	C	IUM/000/C/20/3/22	OSHA Meeting	OSHA Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				23	Audit Committee	C	IUM/000/C/20/3/23	Audit Committee	Audit Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				24	ICT Council Meeting	C	IUM/000/C/20/3/24	ICT Council Meeting	ICT Council Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				25	Research Board Meeting	C	IUM/000/C/20/3/25	Research Board Meeting	Research Board Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				26	Senate Appeal Sub-Committee (SASC)	C	IUM/000/C/20/3/26	Senate Appeal Sub-Committee (SASC)	Senate Appeal Sub-Committee (SASC).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				27	Retirement Benefit Board	C	IUM/000/C/20/3/27	Retirement Benefit Board	Retirement Benefit Board.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				28	Bazaar Ramadhan Steering Committee	G	IUM/000/20/3/28	Bazaar Ramadhan Steering Committee	Bazaar Ramadhan Steering Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				29	Research Steering Committee Meeting	G	IUM/000/20/3/29	Research Steering Committee Meeting	Research Steering Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				30	Postgraduate Research Grant Committee Meeting	C	IUM/000/C/20/3/30	Postgraduate Research Grant Committee Meeting	Postgraduate Research Grant Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				31	Campus Development Council	C	IUM/000/C/20/3/31	Campus Development Council	Campus Development Council.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				32	Strategic Business Units	C	IUM/000/C/20/3/32	Strategic Business Units	Strategic Business Units.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				33	Administrators' Coordination (AC)	G	IUM/000/20/3/33	Administrators' Coordination (AC)	Administrators' Coordination (AC).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				34	UTICTEC Meeting	C	IUM/000/C/20/3/34	UTICTEC Meeting	UTICTEC Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				35	University Doctoral Examination Committee	C	IUM/000/C/20/3/35	University Doctoral Examination Committee	University Doctoral Examination Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				36	Council of Principals Meeting	G	IUM/000/20/3/36	Council of Principals Meeting	Council of Principals Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				37	Board of IUM Financial Loan Meeting	C	IUM/000/C/20/3/37	Board of IUM Financial Loan Meeting	Board of IUM Financial Loan Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				38	Scholarship & Study Leave Committee Meeting	G	IUM/000/20/3/38	Scholarship & Study Leave Committee Meeting	Scholarship & Study Leave Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				39	CAMSIS	G	IUM/000/20/3/39	CAMSIS	Campus Community information services.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				40	IUM Holding Meeting	G	IUM/000/20/3/40	IUM Holding Meeting	IUM Holding Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				41	Meeting of Interview Panel for Professional & Management (Admin. & Technical)	G	IUM/000/20/3/41	Meeting of Interview Panel for Professional & Management (Admin. & Technical)	Meeting of Interview Panel for Professional & Management (Admin. & Technical).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				42	IRPA Committee Meeting	G	IUM/000/20/3/42	IRPA Committee Meeting	IRPA Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				43	Student Representative Council	G	IUM/000/20/3/43	Student Representative Council	Student Representative Council.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				44	Board of Co-Curricular Activity Centre	G	IUM/000/20/3/44	Board of Co-Curricular Activity Centre	Board of Co-Curricular Activity Centre.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				45	Postgraduate Committee Meeting	G	IUM/000/20/3/45	Postgraduate Committee Meeting	Postgraduate Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				46	Admin. Staff Training & Development Meeting	G	IUM/000/20/3/46	Admin. Staff Training & Development Meeting	Admin. Staff Training & Development Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				47	Campus Development Meeting	G	IUM/000/20/3/47	Campus Development Meeting	Campus Development Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				48	University Constitutional	C	IUM/000/C/20/3/48	University Constitutional	University Constitutional.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				49	Security & Safety Committee Meeting	G	IUM/000/20/3/49	Security & Safety Committee Meeting	Security & Safety Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				50	Centre for Educational Technology Board Meeting	G	IUM/000/20/3/50	Centre for Educational Technology Board Meeting	Centre for Educational Technology Board Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				51	Postmortem on Examination	C	IUM/000/C/20/3/51	Postmortem on Examination	Postmortem on Examination.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				52	Meeting on Examination / Registration	C	IUM/000/C/20/3/52	Meeting on Examination / Registration	Meeting on Examination / Registration.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				53	Annual General Meeting	C	IUM/000/C/20/3/53	Annual General Meeting	Annual General Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				54	PACM	G	IUM/000/20/3/54	Publications Approval Committee Meeting	Publications Approval Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				55	Journal Editors Meeting	G	IUM/000/20/3/55	Journal Editors Meeting	Journal Editors Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				56	Council of Ambassador	G	IUM/000/20/3/56	Meeting on Council of Ambassador	Meeting on Council of Ambassador.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				57	University	G	IUM/000/20/3/57	University Internationalisation Committee	University Internationalisation Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				58	Business Advisory Board Meeting	G	IUM/000/20/3/58	Business Advisory Board Meeting	Business Advisory Board Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				59	Quotation Committee	C	IUM/000/C/20/3/59	Quotation Committee	Matters related to the meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				60	Budget Committee	C	IUM/000/C/20/3/60	Budget Committee	Matters related to the meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				61	Investment Committee	C	IUM/000/C/20/3/61	Investment Committee	Matters related to the meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				62	Asset Management Committee	C	IUM/000/C/20/3/62	Asset Management Committee	Matters related to the meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
				63	Trust Account Committee	C	IUM/000/C/20/3/63	Trust Account Committee	Matters related to the meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Feb 2019
		4	KCDIO Level	1	Kulliyah Board Meeting	C	IUM/000/C/20/4/1	Kulliyah Board Meeting	Meetings attended or organized by IUM staff which are chaired by Deans/ Directors.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Kulliyah Board of Examiners Meeting	C	IUM/000/C/20/4/2	Kulliyah Board of Examiners Meeting	Kulliyah Board of Examiners Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Kulliyah Board of Appeal Meeting	C	IUM/000/C/20/4/3	Kulliyah Board of Appeal Meeting	Kulliyah Board of Appeal Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 Jun 2019
				4	IT Coordination Meeting	G	IUM/000/20/4/4	IT Coordination Meeting	IT Coordination Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Coordination Meeting	G	IUM/000/20/4/5	Coordination Meeting	Coordination Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Mosque Management Meeting	G	IUM/000/20/4/6	Mosque Management Meeting	Mosque Management Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Post Senate Meeting	G	IUM/000/20/4/7	Post Senate Meeting	Post Senate Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Establishment of New Programme Committee Meeting	G	IUM/000/20/4/8	Establishment of New Programme Committee Meeting	Establishment of New Programme Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Academic Library Committee	G	IUM/000/20/4/9	Academic Library Committee	Academic Library Committee.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Ethical Committee Meeting	C	IUM/000/C/20/4/10	Ethical Committee Mtg	Ethical Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				11	Breast Centre Board Of Advisers (BOA)	C	IUM/000/C/20/4/11	Breast Centre Board Of Advisers (BOA)	Breast Centre Board Of Advisers (BOA).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				12	Shura	G	IUM/000/20/4/12	Shura	Shura.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				13	KCDIO Management Meeting	G	IUM/000/20/4/13	KCDIO Management Meeting	KCDIO Management Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				14	Kulliyah Postgraduate Committee Meeting	G	IUM/000/20/4/14	Kulliyah Postgraduate Committee Meeting	Kulliyah Postgraduate Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				15	Student's Activities Approval Committee (SAAC)	G	IUM/000/20/4/15	Student's Activities Approval Committee (SAAC)	Student's Activities Approval Committee (SAAC).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				16	Board of Reviewers	G	IUM/000/20/4/16	Board of Reviewers	Board of Reviewers.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				17	Kulliyah Admin. Meeting	G	IUM/000/20/4/17	Kulliyah Admin. Meeting	Kulliyah Admin. Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				18	Breast Centre Meeting	G	IUM/000/20/4/18	Breast Centre Meeting	Breast Centre Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				19	Management Committee Meeting	G	IUM/000/20/4/19	Management Committee Meeting	Management Committee Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				20	Task Force Meeting (English Proficiency)	G	IUM/000/20/4/20	Task Force Meeting (English Proficiency)	Task Force Meeting (English Proficiency).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				21	Programme Committee Meeting (MOM/MBA)	C	IUM/000/C/20/4/21	Programme Committee Meeting (MOM/MBA)	Programme Committee Meeting (MOM/MBA).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				22	Thesis Examination Committee (PHD)	G	IUM/000/20/4/22	Thesis Examination Committee (PHD)	Thesis Examination Committee (PHD).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				23	Doctoral Examination	C	IUM/000/C/20/4/23	Doctoral Examination	Doctoral Examination.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				24	Academic Staff Selection Board	C	IUM/000/C/20/4/24	Academic Staff Selection Board	Academic Staff Selection Board.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				25	Meeting with Development Division on Physical Facility	G	IUM/000/20/4/25	Meeting with Development Division on Physical Facility	Meeting with Development Division on Physical Facility.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				26	Meeting with CET On Classroom Facility	G	IUM/000/20/4/26	Meeting with CET On Classroom Facility	Meeting with CET On Classroom Facility.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				27	KCDIO Budget Meeting	G	IUM/000/20/4/27	K/C/D Budget Meeting	KCDIO Budget Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				28	Board of Matriculation Centre	G	IUM/000/20/4/28	Board of Matriculation Centre	Board of Matriculation Centre.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				29	Administrators Coordination Meeting	G	IUM/000/20/4/29	Administrators Coordination Meeting	Administrators Coordination Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				30	Kulliyah Committee for Postgraduate Studies (KCPS)	G	IUM/000/20/4/30	Kulliyah Committee for Postgraduate Studies (KCPS)	Kulliyah Committee for Postgraduate Studies (KCPS).	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				31	Safety, Health & Environment Committee Meeting	C	IUM/000/C/20/4/31	Safety, Health & Environment Committee Meeting	Agenda, Papers of Meeting, Minutes of Meeting, Extract of Minutes, Meeting Attendance Sheet.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	Department Level	1	Department Meeting	G	IUM/000/20/5/1	Department Meeting	Meetings attended or organized by IUM Staff which are chaired by HODs e.g. Department meeting and etc.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Unit Level	1	Unit Level	G	IUM/000/20/6/1	Unit Meeting	Meetings attended by administrative staff or organized by IUM Staff which are chaired by Head of Units/ ADs e.g. Unit meeting and etc.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Staff Meeting	G	IUM/000/20/6/2	Staff Meeting	Staff Meeting.	5	100-5.1 Mesyuarat Dalam Jabatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
21	Association	1	IUM Academic Staff Association (ASA)	1	IUM Academic Staff Association (ASA)	G	IUM/000/21/1/1	IUM Academic Staff Association (ASA)	Academic staff association (ASA) activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Professional & Management Staff Association (PMA)	1	Professional & Management Staff Association (PMA)	G	IUM/000/21/2/1	Professional & Management Staff Association (PMA)	Professional and management staff association(PMA) activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		3	Kesatuan Kakitangan IUM (KURNIA)	1	Kesatuan Kakitangan IUM (KURNIA)	G	IUM/000/21/3/1	Kesatuan Kakitangan IUM (KURNIA)	Kesatuan kakitangan IUM (KURNIA) activities, membership, meeting, fees, etc.	5	100-7.3 Kesatuan Sekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		4	IUM Staff Cooperative	1	IUM Staff Cooperative	G	IUM/000/21/4/1	IUM Staff Cooperative	IUM staff cooperative activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		5	IUM ALUMNI	1	IUM ALUMNI	G	IUM/000/21/5/1	IUM ALUMNI	IUM Alumni activities, membership, meeting, magazine,chapter, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		6	Library Staff Club	1	Library Staff Club	G	IUM/000/21/6/1	Library Staff Club	Library staff club activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		7	Kesatuan Badan-Badan Berkanun	1	Kesatuan Badan-Badan Berkanun	G	IUM/000/21/7/1	Kesatuan Badan-Badan Berkanun	Programmes, activities, meeting, conference, seminar and etc.	5	100-7.3 Kesatuan Sekerja	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		8	Other Associations/ Clubs at KCDIO level	1	Other Associations / Clubs at KCDIO level	G	IUM/000/21/8/1	Other Associations/ Clubs at KCDIO level	Activities, membership, meeting, fees, etc. at other Associations/Clubs at KCDIO level	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 October 2019
		9	Kesatuan Kakitangan Sokongan Satu (KESATU)	1	IUM KESATU	G	IUM/000/21/9/1	IUM KESATU	Kesatuan Kakitangan Sokongan Satu (KESATU)'s activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 October 2019
		10	IUM PUSPANITA (NUR EL-SHAMS)	1	IUM PUSPANITA (NUR EL-SHAMS)	G	IUM/000/21/10/1	IUM PUSPANITA (NUR EL-SHAMS)	Persatuan Kebajikan Wanita Universiti Islam Antarabangsa Malaysia (NUR EL-SHAMS)'s club activities, membership, meeting, fees, etc.	5	100-7.1 Persatuan, Kelab, Badan Kebajikan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	w.e.f. 1 October 2019
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
22	Library	1	Library Policies & Guidelines	1	Library Policies & Guidelines	G	IUM/000/22/1/1	Library Policies & Guidelines	Library policies and guidelines.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Collection Development	1	Monographs & AV	G	IUM/000/22/2/1	Monographs & AV	Monographs & AV.	3	100-16.1 Perolehan Bahan Perpustakaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Serials	G	IUM/000/22/2/2	Serials	Serials.	3	100-16.1 Perolehan Bahan Perpustakaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				3	Special Collections	G	IUM/000/22/2/3	Special Collections	Special collections.	3	100-16.1 Perolehan Bahan Perpustakaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		3	Bib. Database Management	1	Record Creation	G	IUM/000/22/3/1	Bib. Database Management (Record Creation)	Bib. database management of record creation.	Permanent Value	100-16.4 Pengurusan Bibliografi Pengkalan Data	Simpan kekal di pejabat awam.	
				2	Catalog & Authority Maintenance	G	IUM/000/22/3/2	Bib. Database Management (Catalog & Authority Maintenance)	Bib. database management of catalog & authority maintenance.	Permanent Value	100-16.4 Pengurusan Bibliografi Pengkalan Data	Simpan kekal di pejabat awam.	
		4	Cataloguing	1	Cataloguing by Format/ Publication Type	G	IUM/000/22/4/1	Cataloguing by Format/ Publication Type	Cataloguing by format/ publication type.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
				2	Cataloguing by Process Type	G	IUM/000/22/4/2	Cataloguing by Process Type	Cataloguing by process type.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
				3	Descriptive Cataloguing	G	IUM/000/22/4/3	Descriptive Cataloguing	Descriptive cataloguing.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
				4	Subject Cataloguing	G	IUM/000/22/4/4	Subject Cataloguing	Subject cataloguing.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
				5	Authority Control	G	IUM/000/22/4/5	Authority Control	Authority control.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
				6	End Processing	G	IUM/000/22/4/6	End Processing	End processing.	Permanent Value	100-16.5 Pengkatalogan	Simpan kekal di pejabat awam.	
		5	Collection Management	1	Stack Maintenance	G	IUM/000/22/5/1	Stack Maintenance	Stack maintenance.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Material Transfer	G	IUM/000/22/5/2	Material Transfer	Material transfer.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	Replacement Copy	G	IUM/000/22/5/3	Replacement Copy	Replacement copy.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				4	Preservation	G	IUM/000/22/5/4	Preservation	Preservation.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				5	Weeding	G	IUM/000/22/5/5	Weeding	Weeding of collection.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				6	Handling of Special Collection	G	IUM/000/22/5/6	Handling of Special Collection	Handling of special collection.	3	100-13.1 Penggunaan dan Penyimpanan Aset Alih	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		6	Circulation Service	1	Membership	G	IUM/000/22/6/1	Circulation Service (Membership)	Membership of circulation services.	3	100-16.2 Pinjaman Bahan Perpustakaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Loans	G	IUM/000/22/6/2	Circulation Service (Loans)	Loans for circulation services.	3	100-16.2 Pinjaman Bahan Perpustakaan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
		7	Information Services	1	Liaison Activities	G	IUM/000/22/7/1	Liaison Activities	Liaison activities for information services.	3	100-16.6 Perkhidmatan Maklumat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				2	Alert Services	G	IUM/000/22/7/2	Alert Services	Alert services of information.	3	100-16.6 Perkhidmatan Maklumat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
				3	User Education	G	IUM/000/22/7/3	User Education	User education for information services.	3	100-16.6 Perkhidmatan Maklumat	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan tiga (3) tahun di pejabat awam dipatuhi.	
CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
23	Medical Matters	1	Administration	1	Panel Clinic	G	IUM/000/23/1/1	Administration (Panel Clinic)	Appointment - panel clinic, staff registration for panel clinic, staff that received medical treatment card , application for medical treatment book.	5	500-10.1.1 Klinik Panel	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	General Medical Requirement	G	IUM/000/23/1/2	Administration (General Medical Requirement)	Medical treatments for temporary foreigner & local student(e.g. Riseap, Ifla), Malaysian medical council, request for ambulance, first aid kit, stretcher, clinic foyer.	5	500-10.1.2 Keperluan Perubatan Am	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Guarantee Letter	G	IUM/000/23/1/3	Administration (Guarantee Letter)	Guarantee letter for staff, dependant and maternity.	5	500-10.1.3 Surat Jaminan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Medical Report	G	IUM/000/23/1/4	Administration (Medical Report)	Medical report for staff & dependant and student & dependant.	7	500-10.1.4 Laporan Perubatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan tujuh (7) tahun di pejabat awam dipatuhi.	
				5	Clinical Waste Disposal	G	IUM/000/23/1/5	Administration (Clinical Waste Disposal)	Injections, bottles for urine & blood test.	5	500-10.1.5 PelUPUsan Sisa Klinikal	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

CODE	MAIN TOPIC	CODE	SUB TOPIC 1	CODE	SUB TOPIC 2	CLASS	FILE CODE	FILE TITLE	FILE CONTENTS	RETENTION PERIOD (YEAR)	NATIONAL ARCHIVES	DISPOSAL	Remarks
				6	Dental	G	IUM/000/23/1/6	Administration (Dental)	Referral letter.	5	500-10.1.6 Pergigian	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	X-Ray	G	IUM/000/23/1/7	Administration (X-Ray)	Flem dosimetri personel / kawasan, laporan jaminan kualiti, safety report for general x-ray facilities licence, preventive maintenance agreement.	5	500-10.1.7 X-Ray	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Health Centre Laboratory	G	IUM/000/23/1/8	Health Centre Laboratory	Machine calibration spotchem - dry chemistry analyzer / serum electrolites, reflotron - dry chemistry analyzer, ABX pentra 60 - heamotology counter, lab request. specimen send to outsource laboratory (PATHLAB), lab results. specimen results from outsource lab (PATHLAB).	5	500-10.1.8 Makmal Pusat Perubatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Policies and Guidelines	G	IUM/000/23/1/9	Policies and Guidelines	Medical benefits for staff and students.	5	100-1.8 Pekelling / Surat Pekelling dan Peraturan Kementerian / Jabatan	Rekod dimusnahkan selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
		2	Clinic	1	Medical Certificate	G	IUM/000/23/2/1	Clinic (Medical Certificate)	MC for students & staff.	5	500-10.1.9 Sijil Cuti Sakit	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				2	Student Guarantee Letter	G	IUM/000/23/2/2	Clinic (Student Guarantee Letter)	Student guarantee letter.	5	500-10.1.10 Surat Jaminan Pelajar	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				3	Consent for Minor Surgery	G	IUM/000/23/2/3	Clinic (Consent for Minor Surgery)	Consent for minor surgery.	5	500-10.1.11 Kebenaran untuk Pembedahan Kecil	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				4	Hospital Admissions	G	IUM/000/23/2/4	Clinic (Hospital Admissions)	Copies of information of students admitted to hospitals to STADD.	5	500-10.1.12 Kemasukan ke Hospital	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				5	Medical Items on Loan	G	IUM/000/23/2/5	Clinic (Medical Items on Loan)	Letter from students - regarding any medical items on loan to students e.g.wheel chair.	5	500-10.1.13 Pinjaman Peralatan Perubatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				6	Non-IUM Students	G	IUM/000/23/2/6	Clinic (Non-IUM Students)	List of non-IUM students - ref for those seeking for treatment in clinic etc., i.e. not matriculated, IIS students.	5	500-10.1.14 Bukan Pelajar IUM	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				7	Non-IUM Staff	G	IUM/000/23/2/7	Clinic (Non-IUM Staff)	Letter from non-IUM staff seeking for treatment in IUM Health Centre, etc. i.e. Educare, IIC staff.	5	500-10.1.15 Bukan Kakitangan IUM	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				8	Medical Check-up	G	IUM/000/23/2/8	Clinic (Medical Check-up)	List of staff name for renewal of contract.	5	500-10.1.16 Pemeriksaan Perubatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				9	Disease	G	IUM/000/23/2/9	Clinic (Disease)	Notification list of diseases to Gombak Health Centre, i.e. Denque, measles.	5	500-10.1.17 Penyakit	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				10	Periodical Screening	G	IUM/000/23/2/10	Periodical Screening	Any activity related to scheduled or periodical health screening e.g. HPV injections, age above 40.	5	500-10.1.18 Saringan Kesihatan	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	
				11	Pharmacy	G	IUM/000/23/2/11	Pharmacy	All matters related to pharmacy.	5	500-10.1.19 Farmasi	Rekod dipindahkan ke ANM selepas tamat tindakan dan tempoh simpanan lima (5) tahun di pejabat awam dipatuhi.	

- END OF PAGE -