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|  | **MANAGEMENT SERVICES DIVISION** |
| **NEW APPOINTMENT OF ASSISTANT RECORDS LIAISON OFFICER** |
| NAME : |  |  |  |
| STAFF NO. : |  | EXT. NO. : |  |
| DESIGNATION : |  | HP. NO. : |  |
| KCDIO :  |  | START DATE : |  |

As an Assistant Records Liaison Officer, I am responsible to assist the Records Liaison Officer in the following :

1. To **manage proper records keeping** at the KCDIO as per University’s rules and regulations.
2. To take necessary effort to **minimize risk of damage to or loss of records at KCDIO** due to heat, fire, moisture, fungus, theft, filing management negligence, or others.
3. To **control the movement of records** at the KCDIO.
4. To **coordinate and conduct training or activities** related to records management at the KCDIO.
5. To manage the **archival of KCDIO’s inactive records** until the required retention period as per University’s disposal schedule and guidelines.
6. To manage the **disposal of KCDIO’s inactive records** that have fulfilled the retention period as per University’s disposal schedule and guidelines.

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| …………………………………………….………..Signature of the new Assistant Records Liaison OfficerDate : | …………….……………………………………………Signature & Official Stamp of the Dean / DirectorDate : |
| **DETAILS OF FORMER ASSISTANT RECORDS LIAISON OFFICER** |
| Please fill in the details below for replacement of Assistant Records Liaison Officer, otherwise leave it blank: |
| NAME OF FORMER STAFF : |  |
| STAFF NO. : |  |
| REASON FOR REPLACEMENT: |

***NOTE:***

1. *Please use additional form if more than 1 Assistant Records Liaison Officer is appointed at your KCDIO.*
2. *Kindly submit a copy of this form to the Data & Records Management Unit, MSD for our record*

*or email to****records\_management@iium.edu.my******.***