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|  | | **MANAGEMENT SERVICES DIVISION** | | |
| **REQUEST FOR CREATION OF NEW IIUM FILING CODE**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Main Topic** |  | **Sub Topic 1** |  | **Sub Topic 2** | | | | | |
| NAME : |  |  | |  |
| KCDIO : |  | | HP/EXT. NO. : |  |

Please fill in your proposed filing code as per example given below:

|  |  |  |
| --- | --- | --- |
|  | **Example** | **Proposed filing code** |
| **Code** | 2 |  |
| **Main Topic** | Corporate Profile |  |
| **Class** | G |  |
| **Sub-Topic No. 1** | 1 |  |
| **Title of Sub Topic No. 1** | Information on University or KCDIO |  |
| **Sub-Topic No. 2** | 1 |  |
| **Title of Sub Topic No.2** | Info on IIUM |  |
| **Contents** | Establishment, constitutions, vision, missions, objectives, concept paper, historical background, general statistics, proposal papers for academic programmes and their relevant approvals. |  |
| **JUSTIFICATION / REASON FOR REQUEST :** | | |

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| --- | --- |
| …………….……………………………….……………………………  **Signature & stamp of the Records Liaison Officer**  Date : |  |

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| ***NOTE:*** | 1. *Please use attachment if space provided is insufficient.* 2. *Kindly submit this form to the Data & Records Management Unit, MSD or email to*[***records\_management@iium.edu.my***](mailto:records_management@iium.edu.my)***.*** 3. *Request shall be processed within 5 working days from the date of the receipt of the request.* |

**STATUS :**

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|  | Approved by MSD | |  | | --- | | …………….……………………………….……………………………  **Signature & stamp of the**  **Secretary of Records Management Committee**  Date : | | |
|  | Not approved by MSD  Remarks : |