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|  | **MANAGEMENT SERVICES DIVISION** |
| **REQUEST FOR CREATION OF NEW IIUM FILING CODE**

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| --- | --- | --- | --- | --- | --- |
|  | **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:

|  |  |  |
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|  | **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******.***
3. *Request shall be processed within 5 working days from the date of the receipt of the request.*
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**STATUS :**

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| --- | --- | --- | --- |
|  | Approved by MSD |

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| …………….……………………………….……………………………**Signature & stamp of the** **Secretary of Records Management Committee**Date : |
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|  | Not approved by MSDRemarks : |