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|  | **MANAGEMENT SERVICES DIVISION** |
| **REQUEST FOR CREATION OF NEW IIUM FILING CODE ( SUB-TOPIC 3 )** | |

Please fill in your proposed filing code as per example given on page 2 :

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Main Code** | **Title** | **Sub-Topic 1** | **Title** | **Sub-Topic 2** | **Title** | **Sub-topic 3** | **Proposed Title** | **Description of content** | **Classif ication** |
|  |  |  |  |  |  |  |  |  |  |
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| **JUSTIFICATION / REASON FOR REQUEST :** | | | | | | | | |  |

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| …………….……………………………….……………………………  **Name & position of requestor**  Date : |  |
| **STATUS :**   |  |  |  |  | | --- | --- | --- | --- | |  | Approved | |  | | --- | | …………….……………………………….……………………………  **Signature & stamp of the**  **KCDIO Records Liaison Officer**  Date : | | | |  | Not approved  Remarks : | |  |

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| --- | --- | --- | --- |
| ***NOTE:*** | 1. *Please use attachment if space provided is insufficient.* 2. *Request shall be processed within 5 working days from the date of the receipt of the request.* 3. *Upon approval, 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)***.*** | | |
| Pls √ and sign when task is completed:  **□ Update folder in IDMS**  …………………………………………….…………  Signature & Official Stamp of the  IDMS Functional Manager  Date : | | **□ Update user access in IDMS**  …………….……………………………………………  Signature & Official Stamp of the  IDMS Technical Manager  Date : |

***EXAMPLE 1 :***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Main Code** | **Title** | **Sub-Topic 1** | **Title** | **Sub-Topic 2** | **Title** | **Sub-topic 3** | **Proposed Title** | **Description of content** | **Classif ication** |
| 4 | General Admin | 1 | Internal Circular | 1 | Internal Circular | 1 | IIUM Internal Circular | General Circulars, Memos or instructions issued by **University** | G |
| 2 | Kulliyyah’s Internal Circular | General Circulars, Memos or instructions issued by the **Dean to the Kulliyyah’s staff members** | G |
| 3 | Department’s Internal Circular | General Circulars, Memos or instructions issued by the **HOD to the department’s staff members** | G |

***EXAMPLE 2 :***

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| **Main Code** | **Title** | **Sub-Topic 1** | **Title** | **Sub-Topic 2** | **Title** | **Sub-topic 3** | **Proposed Title** | **Description of content** | **Classif ication** |
| 18 | Activity / Programme | 10 | Special Programme | 8 | Special Programmes | 1 | Clients Day | Correspondences, Forms, Feedback etc related to the programme | G |
| 2 | Speakers’ Corner | Correspondences, Forms, Feedback etc related to the programme | G |
| 3 | Book Reading Programme | Correspondences, Forms, Feedback, Reports etc related to the programme | G |
| 4 | English Class for KCDIO | Correspondences, Forms, Feedback etc related to the programme | G |