|  |  |
| --- | --- |
|  | **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** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **JUSTIFICATION / REASON FOR REQUEST :** |  |

|  |  |
| --- | --- |
| …………….……………………………….……………………………**Name & position of requestor**Date : |  |
| **STATUS :**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved  |

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

 |
|  | Not approved Remarks : |

 |  |

|  |  |
| --- | --- |
| ***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******.***
 |
| Pls √ and sign when task is completed:**□ Update folder in IDMS**…………………………………………….…………Signature & Official Stamp of the IDMS Functional ManagerDate : | **□ Update user access in IDMS**…………….……………………………………………Signature & Official Stamp of the IDMS Technical ManagerDate : |

***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 :***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |