



PRESERVING THE MEMORY OF THE WORLD ACA@UBC 2010 INTERNATIONAL SYMPOSIUM

**PRESERVATION PROGRAM AT
THE NATIONAL ARCHIVES OF MALAYSIA
BY
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Content



- National Archives Of Malaysia (NAM)
 - Milestone, Vision, Mission, Staffing, Recognition & Support by Government, Physical Infrastructure, Branches, Statesmen Archives, Core Activities
- Jikji & UNESCO/Jikji Memory of The World Award 2009
- How and Why NAM won the Award?
- Preservation Program at NAM
- Preserving Memory



National Archives Of Malaysia - Milestone



- 1 Dec. 1957 – Established (Public Records Office)
- 1963 – Renamed National Archives of Malaysia
- 1966 – The National Archives Act No.44/1966
- 9 State Branches
- 1987 - National Archives under the Ministry of Culture, Arts and Tourism
- 4 Memorials, 2 Birth Places, 2 Memorial Library, 1 Gallery
- 2003 - National Archives Act 2003
- 2008 – National Archives under the Ministry of Unity, Culture, Arts and Heritage
- 2009 – National Archives under the Ministry of Information, Communication and Culture





Vision

To be a premier National Centre for Archives and Research

Mission

To preserve records of enduring national value, provide research and reference services, as well as to communalize and popularize the nation's archival heritage





Staffing

- Strength

1957	-	9
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Till end February 2010	-	560
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Senior Management		9
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Middle Management		96
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Support Staff		455
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Recognition and Support by the Malaysian Central Government



- National Archives of Malaysia – **Lead Agency** for records management & archives administration
- 5 year Malaysia Plan
- 2010 budget
 - Operational – RM 32 million
 - Core business & support services
 - Development – RM 9.5 million
 - Physical Development – 9.2 million
 - Procurement of records from overseas – RM 300,000



National Archives Complex - Panoramic View



Physical Infrastructure



Wisma Warisan – Heritage House
1982





Menara Ilmu – Knowledge Tower
1999





**National Audiovisual Preservation
And Documentation Centre
2009**



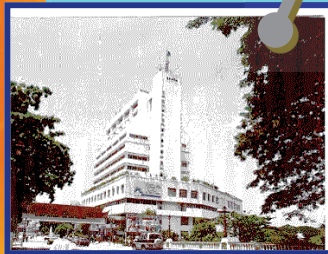
State Branches – Peninsular Malaysia



Kedah/Perlis
1979



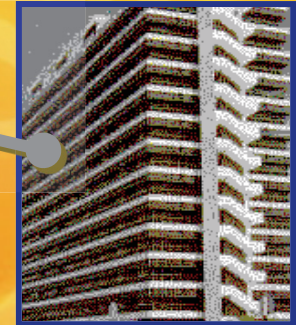
Penang
1988



Perak
1993



Kelantan
1988



Terengganu/Pahang
1978



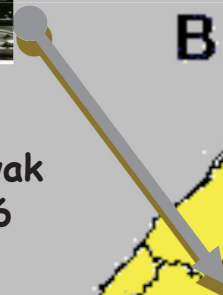
Johor
1972



State Branches Sabah & Sarawak



Sarawak
1976



Sabah
1977





Statesmen Archives

- 5 Memorials + 4 (10th Malaysia Plan)
- 2 Galleries
- 3 Birth Places

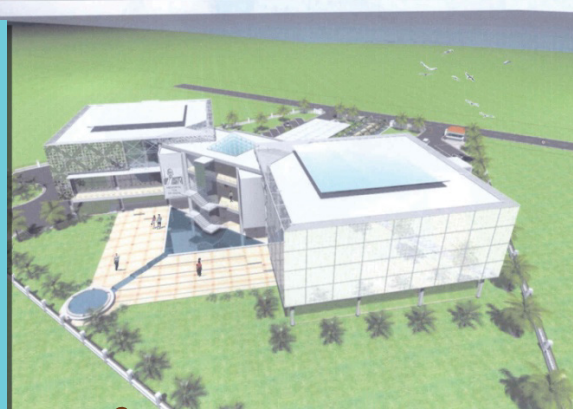
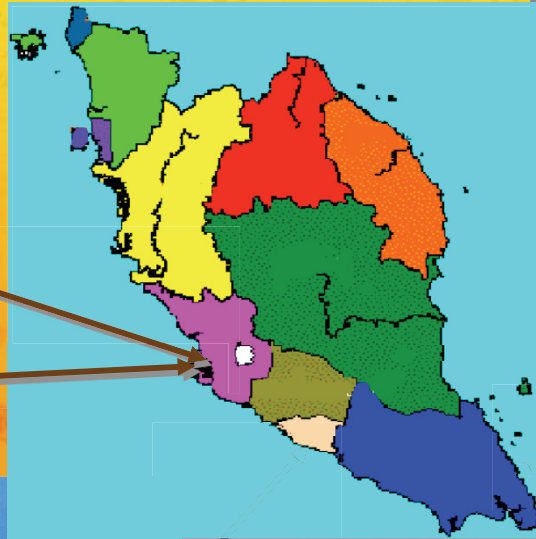


New Memorial Projects – 10th Malaysia Plan

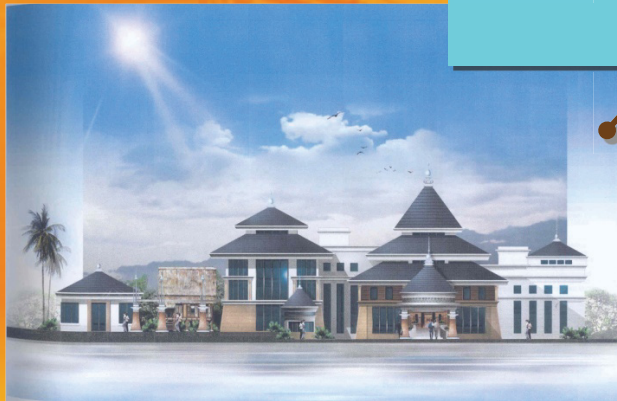


**Tun
V.T.Sambanthan
Memorial**

**Tun Tan Cheng
Lock Memorial**



Tun Dr. Ismail Memorial



Tun Ghafar Baba Memorial





Core Activities at The National Archives

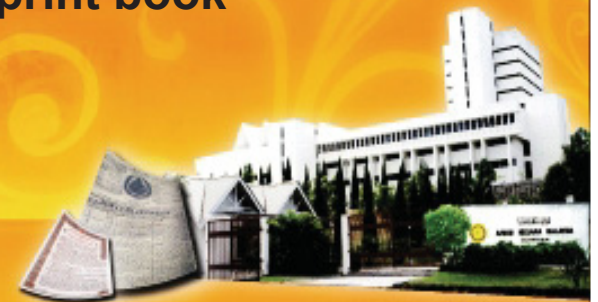
- Records Management
- Archives Administration
- Outreach / Advocacy Programmes



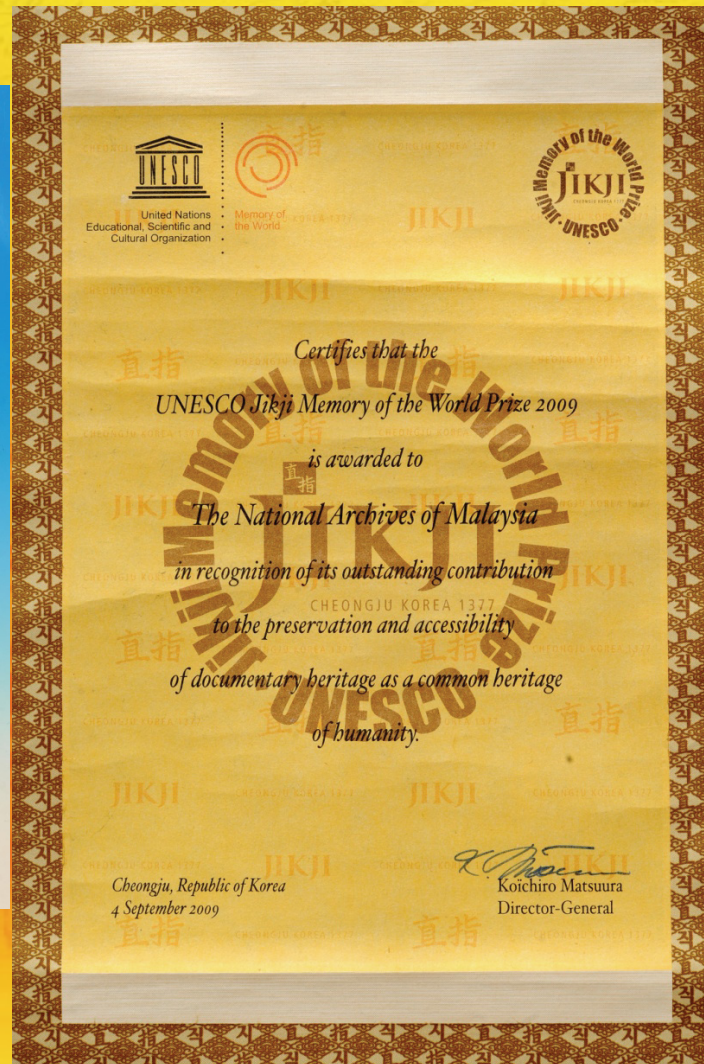
The Jikji



**Copy of the world's oldest extant movable metal print book
1377 – Cheongju City**



Unesco/Jikji Memory of the World Award 2009



- Award
 - USD 30,000
 - Scroll
 - Copy of Jikji
- Ceremony
 - Cheongju City, Republic of South Korea
 - 4 September 2009



National Archives of Malaysia – Recipient of UNESCO/Jikji Memory of the World Award 2009



- In recognition of :
 - outreach, educational and training programmes in the area of preservation within the Asian region.
 - active participation in international activities supporting preservation
 - performing as a key institution in matters relating to preservation and access, establishing itself as a national resource centre for the rescue of documents damaged by flood and fire in Malaysia.
- The following factors were taken into consideration by Jury :
 - the significance of work already undertaken in the area of preservation that is beyond the candidate's regular functions
 - long-term preservation strategy
 - sustainability
 - international outreach.



Outreach, educational and training programmes in the area of preservation within the Asian region and other continents



- Learning institution in the public domain
- Since 1960s **Colombo Plan Scholarship**
 - offered attachments and practical trainings in conservation and book binding
 - best restoration lab facilities
- **Malaysian Technical Co-operation Program since 1984**
 - 2 months fully sponsored training course in records management, conservation and book binding for trainees from developing countries
 - >1000 trainees
 - Alumni
- **Publication on *Guide to Sources of Asian History***
 - Nat. Archives of M'sia as key co-ordinator
 - Joint project : UNESCO & ICA
- Datuk Zakiah Hanum, Ex-Director General of Nat. Archives of M'sia winner of **Magsaysay Award 1989**
 - For outstanding initiatives in promoting and popularizing Archives amongst the people of Malaysia
 - First person in Asia to receive the award for contributions to the Archives profession in the region





- Memory of The World Register
 - 2001
 - Correspondence of Sultan Abdul Hamid (1882 – 1943) - NAM
 - The Malay Annals – Institute of Language and Literary M'sia
 - Reminiscence of Hang Tuah – National Library of M'sia
 - 2009
 - Inscribed Stone of Terengganu –Terengganu State Museum
- Myanmar
 - consultant from Nat. Archives M'sia to set up a preservation unit
- Vietnam
 - training in electronic records management
- Bangladesh
 - training in Archives Administration



Active participation in international activities supporting preservation



- Southeast Asia Regional Branch of International Council on Archives (**SARBICA**), 1968
 - first regional branch of ICA
 - permanent secretariat at Nat. Archives of M'sia
- **First** Round Table Conference (**CITRA**) of ICA in Asia, 1982 in Kuala Lumpur
- Assistance to **United Nations mission in East Timor**, 2002
 - Archivist from Nat. Archives of Malaysia served for 6 months
 - Set up National Archives of Timor Leste
 - Expert advise and training of staff
- Host of the **16th International Archives Congress** 2008 Kuala Lumpur



Key institution in matters relating to preservation and access



- **Preservation Program**
 - Preventive Preservation
 - Corrective Preservation
 - Disaster Preparedness & Recovery
 - Manage Records for Keeping (URUS)
 - Private papers collection
 - Procurement of archival materials



Preventive Preservation

- **Repositories**

- Controlled environment
 - Temperature
 - Paper : 20°C ±2
 - Magnetic Audiovisual : 18°C ±2
 - Colour film : 5°C
 - Relative humidity
 - Paper : 50% ±5
 - Magnetic Audiovisual : 30% ±5
 - Colour Film : 25%
 - Security
 - Fire
 - Water
 - Human
- Shelving
- Storage Media
- Ventilation
- Lighting



- **Fumigation**
 - Bio mist (eco-friendly)
- **Handling**
 - Staff
 - Researchers
- **Reproduction**
 - Photograph
 - Microfilm
 - Security copies
- **Data Conversion** ▶
 - Photograph – 900,000 pieces
 - Files - 50,000 files
- **Digital Preservation**
 - Archival Management System (AMS)
 - Audiovisual – Off Air Transfer



Corrective Preservation

- Restoration
 - Deacidification ►
 - 1993 Nat. Archives of M'sia won the M'sian Public Service Innovation Award for pioneering a new formula for deacidification of archival materials
 - **400g Magnesium Carbonate**
Carbon dioxide gas (2 hours)
100 liters of distilled water
 - **Process 30 – 40 minutes**
 - Repairs ►
 - Traditional/manual repair
 - Leaf casting repair
 - Lamination
 - Encapsulation
 - Book binding ►
 - Cross stitch
 - Saddle stitch
 - Side stitch
 - French sewing
 - Overcasting
 - Sewing on tape



National resource centre for the rescue of documents damaged by flood and fire in Malaysia



- Disasters 
 - Flood
 - Fire
 - Land slide
 - Human error
- Disaster Preparedness and Recovery
 - Disaster Recovery Section – consultation & training
 - Public Sector Business Continuity Plan
 - Key agency



Manage records for keeping (URUS) ►

- Solving problems of neglect and consequent deterioration of records in the custody of government departments and agencies
- > 100 SOS projects at central agencies and other key departments

Private Papers Collection ►

- Since 1958





Access

- Portal
 - www.arkib.gov.my
 - on-line services
- Computerized Archival System and Services (COMPASS) ▶
 - on-line search
- Procurement of archival materials pertaining to Malaysia from foreign institutions
- Purchase of archival materials from local collectors





Preserving Memory

- National Memory
 - Institutional Memory
 - Human Memory
- } for our future

‘Documentary Heritage as a Common
Heritage of Humanity’





THANK YOU

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