



MALAYSIA

Warta Kerajaan

SERI PADUKA BAGINDA

DITERBITKAN DENGAN KUASA

HIS MAJESTY'S GOVERNMENT GAZETTE

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AKTA ARKIB NEGARA 2003

PERATURAN-PERATURAN ARKIB NEGARA (PENETAPAN BORANG-BORANG
BAGI PELUPUSAN REKOD AWAM) 2008

PADA menjalankan kuasa yang diberikan oleh seksyen 45 Akta Arkib Negara 2003 [*Akta 629*], Menteri membuat peraturan-peraturan yang berikut:

Nama dan permulaan kuat kuasa

1. (1) Peraturan-peraturan ini bolehlah dinamakan **Peraturan-Peraturan Arkib Negara (Penetapan Borang-Borang bagi Pelupusan Rekod Awam) 2008**.

(2) Peraturan-Peraturan ini mula berkuat kuasa pada 13 Oktober 2008.

Tafsiran

2. (1) Dalam Peraturan-Peraturan ini, melainkan jika konteksnya menghendaki makna yang lain—

“tempoh pengekalan yang ditentukan” ertinya suatu tempoh yang ditentukan bagi suatu rekod awam yang tindakan ke atas rekod telah tamat tempoh dan diletakkan di bawah jagaan atau kawalan suatu pejabat awam sebelum pemusnahan atau pemindahan rekod dilaksanakan termasuk penangguhan pemindahan rekod awam oleh Ketua Pengarah sebagaimana yang dinyatakan dalam subseksyen 28(3) Akta.

“tindakan pelupusan” ertinya bentuk tindakan pelupusan yang hendak diambil selepas sesuatu rekod telah tamat tindakan dan memenuhi tempoh pengekalan yang ditentukan.

Borang

3. Borang yang disebut dalam Peraturan-Peraturan ini adalah sebagaimana yang ditetapkan dalam Jadual.

Jadual Pelupusan Rekod

4. (1) Borang Jadual Pelupusan Rekod adalah sebagaimana dalam Borang 1.

(2) Ketua Pentadbir suatu pejabat awam hendaklah melengkapkan Borang Jadual Pelupusan Rekod dan mengemukakan kepada Ketua Pengarah untuk kelulusannya bagi maksud pelupusan rekod.

(3) Ketua Pentadbir suatu pejabat awam hendaklah mematuhi jadual yang diluluskan bagi segala aktiviti mengenai pelupusan rekod awam.

(4) Apa-apa pindaan kepada Jadual yang diluluskan hendaklah terlebih dahulu mendapat kelulusan Ketua Pengarah.

Pelupusan rekod awam

5. Apa-apa bentuk pelupusan rekod awam hendaklah dibuat mengikut Jadual Pelupusan Rekod yang diluluskan.

Pelupusan rekod awam secara pemusnahan

6. (1) Jika dalam Jadual Pelupusan Rekod, Ketua Pengarah telah membenarkan pelupusan rekod awam secara pemusnahan, seseorang yang berniat untuk memusnahkan atau membenarkan pemusnahan mana-mana rekod awam hendaklah memohon kelulusan daripada Ketua Pengarah sebelum pemusnahan dijalankan.

(2) Permohonan hendaklah dibuat dalam borang berkenaan dalam Borang 2, 3 atau 4.

(3) Pemusnahan rekod awam hendaklah dilaksanakan hanya selepas mendapat kelulusan Ketua Pengarah.

Pelupusan rekod awam yang tidak dinyatakan dalam Jadual Pelupusan Rekod

7. (1) Jika apa-apa rekod awam tidak dinyatakan dalam Jadual Pelupusan Rekod, Ketua Pengarah boleh, setelah meneliti permohonan bagi pelupusan, membenarkan pelupusan rekod tersebut.

(2) Jika permohonan pelupusan adalah secara pemusnahan, Ketua Pengarah boleh meluluskan permohonan itu jika ia berpuas hati bahawa rekod awam itu boleh dimusnahkan mengikut seksyen 25 dan 26 Akta.

(3) Permohonan hendaklah dibuat dalam borang berkenaan sebagaimana dalam Borang 5, 6, 7, 8, 9 atau 10.

Pelupusan rekod awam secara pemindahan ke Arkib Negara

8. (1) Ketua Pengarah boleh, mengikut seksyen 28 Akta mengarahkan ketua pentadbir pejabat awam untuk memindahkan rekod awam ke Arkib Negara.

(2) Apabila menerima arahan daripada Ketua Pengarah, ketua pentadbir pejabat awam hendaklah menyediakan senarai rekod yang hendak dipindahkan ke Arkib Negara dengan menggunakan Borang 11.

Pengesahan pemusnahan rekod awam

9. (1) Mana-mana rekod awam yang dibenarkan untuk dimusnahkan dan telah memenuhi tempoh pengekalan yang ditentukan hendaklah dimusnahkan mengikut tatacara yang ditentukan oleh Ketua Pengarah (jika ada).

(2) Mana-mana pemusnahan rekod awam hendaklah disahkan dengan mengeluarkan suatu penentusahan bagi pemusnahan rekod awam dalam borang berkenaan sebagaimana dalam Borang 12 dan 13.

JADUAL [Subperaturan 4(1)]

Borang 1

Arkib 1/08

JADUAL PELUPUSAN REKOD

Bil.	Tajuk Siri	Perihal Rekod	Tamat Tindakan	Tindakan Pelupusan

[Subperaturan 6(2)]

Borang 2

Arkib 2/08

BORANG PERMOHONAN BAGI PEMUSNAHAN REKOD AWAM

BUTIR-BUTIR JABATAN				Untuk Kegunaan Arkib Negara		
(1) Kementerian/Jabatan/ Agensi:		(2) Bahagian/Cawangan/Unit:		Tarikh Terima:		
(3) Pewujud rekod [Jika tidak sama dengan (1)]:						
MAKLUMAT MENGENAI REKOD						
(4) Nama dan No. Jadual Pelupusan Rekod:						
Bil. (5)	Tajuk Siri (6)	Tahun Diliputi (7)		Tempoh pengekalan yang ditentukan dalam Jadual (8)	Unit Rekod (9)	Meter Panjang Rekod (10)
		Daripada	Kepada			
					Jumlah Unit Rekod:	Ukuran Meter Panjang Rekod:
(11) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [<i>Akta 629</i>], saya mengemukakan permohonan ini bagi pemusnahan rekod di atas:						
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:			
Jawatan:			Tarikh:			

[Subperaturan 6(2)]

Borang 3

Arkib 3/08

**BORANG PERMOHONAN BAGI PEMUSNAHAN
REKOD ELEKTRONIK**

BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara Tarikh Terima:
(1) Kementerian/Jabatan/ Agensi:	(2) Bahagian/Cawangan/Unit:	
(3) Alamat:		
(4) Pewujud rekod [Jika tidak sama dengan (1)]:	(5) Telefon:	
(6) No. Faksimile:	(7) Alamat e-mel:	
MAKLUMAT MENGENAI REKOD		
(8) Nama dan No. Jadual Pelupusan Rekod:		
(9) Tajuk Siri:		
(10) Sistem Aplikasi:		
(11) Format Rekod:		
(12) Jumlah/Saiz dalam Bit:		
(13) Jenis Media:		
(14) Jumlah Unit Media:		
(15) Tarikh Diliputi:		
(16) Peringkat Keselamatan:		
(17) Lokasi Rekod:		
(18) Sebab Pelupusan:		
(19) Tempoh Pengekalan Yang Ditentukan Dalam Jadual:		
(20) Perihal Rekod: [Sila lengkapkan Lampiran]		
(21) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pemusnahan rekod di atas:		
Nama Pegawai:	Tandatangan dan Meterai/Cap Jabatan:	
Jawatan:	Tarikh:	

(Lampiran)

SENARAI PERIHAL BAGI PEMUSNAHAN REKOD ELEKTRONIK

Bil.	No. Rujukan Media	Tajuk Media/Perihal Rekod Setiap Media	Tarikh Diliputi		Keadaan Media (Baik/Rosak)
			Daripada	Kepada	
Nama Pegawai: Jawatan: Tarikh:					

[Subperaturan 6(2)]

Borang 4

Kewangan – Arkib 4/08

BORANG PERMOHONAN BAGI PEMUSNAHAN REKOD KEWANGAN DAN PERAKAUNAN

BUTIR-BUTIR JABATAN					
(1) Kementerian/Jabatan/Agensi:		(2) Bahagian/Cawangan/Unit:			
MAKLUMAT MENGENAI REKOD					
Bil. (3)	Tajuk Siri (4)	Tahun Diliputi (5)		Tempoh Pengkelan yang ditentukan dalam Jadual (6)	Meter Panjang Rekod (7)
		Daripada	Kepada		
					Jumlah Meter Panjang Rekod:
(8) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629] dan Arahan Perbendaharaan 150, saya mengemukakan permohonan ini bagi pemusnahan rekod di atas.					
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:		
Jawatan:			Tarikh:		

[Peraturan 7(3)]

Borang 5

Arkib 5/08

BORANG PERMOHONAN BAGI PELUPUSAN FAIL
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)

BUTIR-BUTIR JABATAN				Untuk Kegunaan Arkib Negara			
(1) Kementerian/Jabatan/ Agensi:		(2) Bahagian/Cawangan/ Unit:					Tarikh Terima: Jumlah Fail: No. Penerimaan:
(3) Pewujud Rekod [Jika tidak sama dengan (1)]:							
MAKLUMAT MENGENAI REKOD							
(4) Kategori Rekod: <input type="checkbox"/> Fungsian <input type="checkbox"/> Am				(5) Peringkat Keselamatan:			
(6) Tarikh Diliputi:				(7) Ukuran Rekod:(meter panjang)			
Bil. (8)	No. Rujukan Fail (9)	Tajuk Fail (10)	Tarikh (11)		Bil. Lampiran (12)	Cadangan Pelupusan (13)	Catatan (14)
			Daripada	Kepada			
(15) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [<i>Akta 629</i>], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:							
Nama Pegawai:				Tandatangan dan Meterai/Cap Jabatan:			
Jawatan:				Tarikh:			

[Peraturan 7(3)]

Borang 6

Arkib 6/08

**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD KARTOGRAFI**
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)

BUTIR-BUTIR JABATAN				Untuk Kegunaan Arkib Negara	
(1) Kementerian/Jabatan/ Agensi:		(2) Bahagian/Cawangan/Unit:		Tarikh Terima: Jumlah Rekod: No. Penerimaan:	
(3) Pewujud Rekod [Jika tidak sama dengan (1)]:					
MAKLUMAT MENGENAI REKOD					
(4) Peringkat Keselamatan:					
Bil. (5)	Tajuk/No. Siri/Tajuk Lembar/No. Lembar (6)	Tarikh Pemetaan (7)	Bil. Lembar (8)	Cadangan Pelupusan (9)	Catatan (10)
			Jumlah Lembar:		
(11) Mengikut seksyen 25 dan 26, Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:					
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:		
Jawatan:			Tarikh:		

[Peraturan 7(3)]

Borang 7

Arkib 7/08

**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD SENI BINA
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**

BUTIR-BUTIR JABATAN				Untuk Kegunaan Arkib Negara		
(1) Kementerian/Jabatan/ Agensi:		(2) Bahagian/Cawangan/ Unit:		Tarikh Terima: Jumlah Rekod: No. Penerimaan:		
(3) Pewujud Rekod [Jika tidak sama dengan (1)]:						
MAKLUMAT MENGENAI REKOD						
(4) Peringkat Keselamatan:						
Bil. (5)	No. Rujukan (6)	Tajuk (7)	Tarikh (8)	Bil. Lembar (9)	Cadangan Pelupusan (10)	Catatan (11)
				Jumlah Lembar:		
(12) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:						
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:			
Jawatan:			Tarikh:			

[Peraturan 7(3)]

Borang 8

Arkib 8/08

**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD PANDANG DENGAR
(YANG TIDAK TERDAPAT DALAM JADUAL PELUPUSAN REKOD)**

BUTIR-BUTIR JABATAN					Untuk Kegunaan Arkib Negara			
(1) Kementerian/Jabatan/Agensi:		(2) Bahagian/Cawangan/Unit:			Tarikh Terima:	Jumlah Rekod:		No. Penerimaan:
(3) Pewujud Rekod (Jika tidak sama dengan (1)):								
MAKLUMAT MENGENAI REKOD								
(4) Peringkat Keselamatan Rekod:								
Bil. (5)	No. Rujukan (6)	Tajuk (7)	Perihal (8)	Tarikh (9)	Format (10)	Unit Rekod (11)	Cadangan Pelupusan (12)	Catatan (13)
(14) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:								
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:					
Jawatan:			Tarikh:					

[Peraturan 7(3)]

Borang 9

Arkib 9/08

**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD TERBITAN DAN BAHAN BERCETAK
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**

BUTIR-BUTIR JABATAN			Untuk Kegunaan Arkib Negara		
(1) Kementerian/Jabatan/ Agensi:		(2) Bahagian/Cawangan/ Unit:		Tarikh Terima: Jumlah Rekod: No. Penerimaan:	
(3) Pewujud Rekod [Jika tidak sama dengan (1)]:					
MAKLUMAT MENGENAI REKOD					
(4) Peringkat Keselamatan:					
Bil. (5)	Tajuk (6)	Tahun/ Tarikh Diterbitkan (7)	Meter Panjang/ Jumlah (8)	Cadangan Pelupusan (9)	Catatan (10)
(11) Mengikut seksyen 25 dan 26, Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas:					
Nama Pegawai:			Tandatangan dan Meterai/Cap Jabatan:		
Jawatan:			Tarikh:		

[Peraturan 7(3)]

Borang 10

Arkib 10/08

**BORANG PERMOHONAN BAGI PELUPUSAN
REKOD ELEKTRONIK
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**

BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara Tarikh Terima: Jumlah Rekod: No. Penerimaan:
(1) Kementerian/Jabatan/ Agensi:	(2) Bahagian/Cawangan/ Unit:	
(3) Alamat:		
(4) Pewujud Rekod [Jika tidak sama dengan (1)]:	(5) Telefon:	
(6) No. Faksimilie:	(7) Alamat E-mel:	
MAKLUMAT MENGENAI REKOD		
(8) Tajuk Siri>Nama Fail: (9) Sistem Aplikasi: (10) Format Rekod: (11) Jumlah/Saiz dalam Bit: (12) Jenis Media: (13) Jumlah Unit Media: (14) Tahun Diliputi: (15) Peringkat Keselamatan: (16) Lokasi Rekod: (17) Sebab Pelupusan: (18) Cadangan Musnah/Simpan: (19) Perihal Rekod: [Sila lengkapkan Lampiran]		
(20) Mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pelupusan rekod di atas: Nama Pegawai: _____ Tandatangan dan Meterai/Cap Jabatan: _____ Jawatan: _____ Tarikh: _____		

(Lampiran)

**SENARAI PERIHAL BAGI PELUPUSAN REKOD ELEKTRONIK
(YANG TIDAK DINYATAKAN DALAM JADUAL PELUPUSAN REKOD)**

Bil.	No. Rujukan Unit Media	Tajuk Unit Media/ Perihal Rekod Bagi Setiap Media	Tarikh Diliputi		Keadaan Media (Baik/Rosak)
			Daripada	Kepada	
Nama Pegawai: Jawatan: Tarikh:					

[Peraturan 8(2)]

Borang 11

Arkib 11//08

BORANG PERMOHONAN BAGI PEMINDAHAN REKOD AWAM

BUTIR-BUTIR JABATAN		Untuk Kegunaan Arkib Negara Tarikh Terima: Jumlah Rekod: No. Penerimaan:
(1) Kementerian/Jabatan/ Agensi:	(2) Bahagian/ Cawangan/Unit:	
MAKLUMAT MENGENAI REKOD		
(3) No. Penerimaan:	(4) Nama dan No. Jadual Pelupusan Rekod:	
(5) Tarikh Diliputi:	(6) Ukuran Rekod: (meter panjang/unit/ lembar)	
(7) Peringkat Keselamatan:	(8) Jenis dan Format Rekod:	

Bil. (9)	No. Fail/Rujukan/No. Siri (10)	Tajuk/Perkara (11)	Tarikh (12)		Bil. Lampiran/ Lembar/Unit (13)
			Daripada	Kepada	
<p>(14) Mengikut seksyen 28 (1) dan (2), Akta Arkib Negara 2003 [Akta 629], saya mengemukakan permohonan ini bagi pemindahan rekod di atas.</p> <p>Nama Pegawai: _____ Tandatangan dan Meterai/Cap Jabatan: _____</p> <p>Jawatan: _____ Tarikh: _____</p>					

[Peraturan 9(2)]

Borang 12

Arkib 12/08

PENENTUSAHAN PEMUSNAHAN REKOD AWAM

BUTIR-BUTIR JABATAN	
(1) Kementerian/Jabatan/Agensi:	(2) Bahagian/Cawangan/Unit:
MAKLUMAT MENGENAI REKOD	
(3) Surat Kebenaran bagi Pemusnahan:	
3.1 No. Rujukan:	3.2 Tarikh :
(4) Perihal Rekod:	
(5) Meter Panjang Rekod yang Dimusnahkan:	
(6) Peringkat Keselamatan:	
(7) Kaedah Pemusnahan:	
<input type="checkbox"/> Dibakar <input type="checkbox"/> Dirincih <input type="checkbox"/> Dikitar semula <input type="checkbox"/> Dijual <input type="checkbox"/> Dipadamkan	

(8) Tarikh Pemusnahan:	(9) Tempat Pemusnahan:
PEGAWAI YANG MENJALANKAN PEMUSNAHAN	
(10) Nama Pegawai: Tandatangan: Jawatan:	(11) Nama Saksi: Tandatangan: Jawatan:
PENENTUSAHAN	
(12) Saya mengesahkan bahawa rekod di atas telah dimusnahkan dengan sewajarnya mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [Akta 629]:	
Nama Pegawai:	Tandatangan dan Meterai/Cap Jabatan:
Jawatan:	Tarikh:

[Peraturan 9(2)]

Borang 13

Kewangan - Arkib 13/08

**PENENTUSAHAN PEMUSNAHAN
REKOD KEWANGAN DAN PERAKAUNAN**

BUTIR-BUTIR JABATAN	
(1) Kementerian/Jabatan/Agensi:	(2) Bahagian/Cawangan/Unit:
MAKLUMAT MENGENAI PEMUSNAHAN	
(3) Kelulusan bagi Pemusnahan:	
<ul style="list-style-type: none"> ▪ Arkib Negara Malaysia, No. Rujukan: ▪ Audit Negara Malaysia, No. Rujukan: ▪ Akauntan Negara Malaysia, No. Rujukan: 	<ul style="list-style-type: none"> Tarikh: Tarikh: Tarikh:
(4) Meter Panjang Rekod yang Dimusnahkan:	
(5) Kaedah Pemusnahan:	(6) No. Resit (Jika Dijual): _____
<input type="checkbox"/> Dibakar <input type="checkbox"/> Dirincih <input type="checkbox"/> Dikitar semula <input type="checkbox"/> Dijual <input type="checkbox"/> Dipadamkan	
(7) Tarikh Pemusnahan:	(8) Tempat Pemusnahan:

PEGAWAI YANG MENJALANKAN PEMUSNAHAN	
(9) Nama Pegawai: Tandatangan: Jawatan:	(10) Nama Saksi: Tandatangan: Jawatan:
PENENTUSAHAN	
(11) Saya mengesahkan bahawa rekod di atas telah dimusnahkan dengan sewajarnya mengikut seksyen 25 dan 26 Akta Arkib Negara 2003 [<i>Akta 629</i>] dan, Arahan Perbendaharaan 150.	
Nama Pegawai: Jawatan:	Tandatangan dan Meterai/Cap Jabatan: Tarikh:

Dibuat 19 September 2008
 [KPCKW PUU 800-8/2 Jld. 1; PN(PU²)148/II]

DATO' SERI MOHD. SHAFIE BIN HJ. APDAL
Menteri Perpaduan, Kebudayaan, Kesenian Dan Warisan Malaysia

NATIONAL ARCHIVES ACT 2003

NATIONAL ARCHIVES (PRESCRIPTION OF FORMS FOR DISPOSAL OF PUBLIC RECORDS) REGULATIONS 2008

In exercise of the powers conferred by section 45 of the National Archives Act 2003 [*Act 629*], the Minister makes the following regulations:

Citation and commencement

1. (1) These regulations may be cited as the **National Archives (Prescription of Forms for Disposal of Public Records) Regulations 2008**.

(2) These Regulations come into operation on 13 October 2008.

Interpretation

2. In these Regulations, unless the context otherwise requires—

“specified retention period” means a period specified for a public record which action on the record has been completed and put under the custody or control of a public office before the destruction or transfer of records is implemented including the postponement of the transfer of public records by the Director General as stated in subsection 28(3) of the Act.

“disposal action” means any forms of disposals which to be undertaken after completed action and having fulfilled the specified retention period.

Forms

3. Forms mentioned in these Regulations are as specified in the Schedule.

Records Disposal Schedule

4. (1) A Records Disposal Schedule Form is as in Form 1.

(2) The administrative head of a public office shall complete the Records Disposal Schedule Form and submit it to the Director General for his approval for the purpose of record disposal.

(3) The administrative head of a public office shall comply with the approved schedule for all activities pertaining to public records disposal.

(4) Any amendments to the approved Schedule shall require prior approval from the Director General.

Disposal of public records

5. Any form of disposal of public records shall be made in accordance to the approved Records Disposal Schedule.

Disposal of public records by way of destruction

6. (1) If in the Records Disposal Schedule, the Director General has allowed the disposal by way of destruction, the person who intends to destroy or authorize the destruction of any public records shall apply for approval from the Director General before the destruction is carried out.

(2) The application shall be made in relevant forms as in Form 2, 3 or 4.

(3) The destruction of public records shall only be implemented after the approval of the Director General.

Disposal of Public Records not stated in the Records Disposal Schedule

7. (1) If any public record is not stated in the Records Disposal Schedule, the Director General may, after perusing the application for disposal, authorize the disposal of the said records.

(2) If the application for disposal is by way of destruction, the Director General may approve the application if he is satisfied that those public records may be destroyed according to sections 25 and 26 of the Act.

(3) The application shall be made in relevant forms as in Form 5, 6, 7, 8, 9 or 10.

Disposal of public records by way of transfer to the National Archives

8. (1) The Director General may, in accordance with section 28 of the Act instruct the administrative head of a public office to transfer the public records to the National Archives.

(2) Upon receiving instruction from the Director General, the administrative head of a public office shall prepare a list of records to be transferred to the National Archives using Form 11.

Verification of the destruction of public records

9. (1) Any public records authorized for destruction and has fulfilled the specified retention period shall be destroyed according to procedures specified by the Director General (if any).

(2) Any destruction of public records shall be confirmed by way of issuing a verification of the destruction of public records in relevant forms as in Form 12 and 13.

SCHEDULE

[Subregulation 4(1)]

Arkib 1/08

Form 1

RECORDS DISPOSAL SCHEDULE

No.	Series Title	Description of Records	Action Completed	Disposal Action

[Subregulation 6(2)]

Form 2

Arkib 2/08

APPLICATION FORM FOR DESTRUCTION OF PUBLIC RECORDS

DEPARTMENT'S PARTICULARS					National Archives Use Only	
(1) Ministry/Department/Agency:			(2) Division/Branch/Unit:		Date Received:	
(3) Creator of the Records [If differ from (1)]:						
INFORMATION PERTAINING TO RECORDS						
(4) Title and Records Disposal Schedule No.:						
No. (5)	Series Title (6)	Year Covered (7)		Retention Period Specified in the Schedule (8)	Unit of Records (9)	Linear Meter of Records (10)
		From	To			
					Total Unit of Records:	Total Linear Meter of Records:
(11) In accordance with Section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the destruction of the above records:						
Officer's Name:			Signature's and Department's Seal/Stamp:			
Designation:			Date:			

[Subregulation 6(2)]

Form 3

Arkib 3/08

APPLICATION FORM FOR DESTRUCTION OF ELECTRONIC RECORDS

DEPARTMENT'S PARTICULARS		National Archives Use Only Date Received: Volume of Records:				
(1) Ministry/Department/ Agency:	(2) Division/Branch/Unit:					
(3) Address:						
(4) Creator of the Records [If differ from (1)]:	(5) Telephone No.:					
(6) Facsimile No.:	(7) E-mail address:					
INFORMATION PERTAINING TO RECORDS						
(8) Name and Records Disposal Schedule No.: (9) Series Title: (10) System Application: (11) Records Format: (12) Volume/Size in Byte: (13) Media Type: (14) Volume of Media: (15) Date Covered: (16) Security Classification: (17) Locations of Records: (18) Reasons for Disposal: (19) Retention Period Specified in the Schedule: (20) Description of Records: [Please complete the Annexure]:						
(21) In accordance with Section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the destruction of the above records: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Officer's Name:</td> <td style="width: 50%;">Signature's and Department's Seal/Stamp:</td> </tr> <tr> <td>Designation:</td> <td>Date:</td> </tr> </table>			Officer's Name:	Signature's and Department's Seal/Stamp:	Designation:	Date:
Officer's Name:	Signature's and Department's Seal/Stamp:					
Designation:	Date:					

(Annexure)

DESCRIPTION LIST FOR DESTRUCTION OF ELECTRONIC RECORDS

No.	Media Reference No.	Title of Media/ Record Description of Each Media	Date Covered		Conditions of Media (Good/Damage)
			From	To	
Officer's Name:					
Designation:					
Date:					

[Subregulation 6(2)]

Form 4

Finance - Arkib 4/08

**APPLICATION FORM FOR DESTRUCTION OF
FINANCIAL AND ACCOUNTING RECORDS**

DEPARTMENT'S PARTICULARS					
(1) Ministry/Department/Agency:			(2) Division/Branch/Unit:		
INFORMATION PERTAINING TO RECORDS					
No. (3)	Series Title (4)	Year Covered (5)		Retention Period Specified in the Schedule (6)	Linear Meter of Records (7)
		From	To		
					Total Linear Meter of Records:
(8) In accordance with Section 25 and 26 National Archives Act 2003 [Act 629] and Treasury Instruction 150, I submit this application for the destruction of the above records:					
Officer's Name:			Signature's and Department's Seal/Stamp:		
Designation:			Date:		

[Subregulation 7(3)]

Form 5

Arkib 5/08

APPLICATION FORM FOR DISPOSAL OF FILES
(NOT STATED IN THE RECORDS DISPOSAL SCHEDULE)

DEPARTMENT'S PARTICULARS				National Archives Use Only			
(1) Ministry/Department/ Agency:		(2) Division/Branch/Unit:		Date Received: Volume of Records: Assession No.:			
(3) Creator of the Records [If differ from (1)]:							
INFORMATION PERTAINING TO RECORDS							
(4) Category of Records: <input type="checkbox"/> Functional <input type="checkbox"/> Housekeeping			(5) Security Classification:				
(6) Date Covered:			(7) Records Measurement:(linear meter)				
No. (8)	File Number (9)	File Title (10)	Date (11)		No. of Enclosure (12)	Disposal Proposal (13)	Notes (14)
			From	To			
<p>(15) In accordance with section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the disposal of the above records:</p> <p style="margin-left: 40px;">Officer's Name: _____ Signature and Department's Seal/Stamp: _____</p> <p style="margin-left: 40px;">Designation: _____ Date: _____</p>							

[Subregulation 7(3)]

Form 6

Arkib 6/08

APPLICATION FORM FOR DISPOSAL OF CARTOGRAPHIC RECORDS
(NOT STATED IN THE RECORDS DISPOSAL SCHEDULE)

DEPARTMENT'S PARTICULARS				National Archives Use Only	
(1) Ministry/Department/Agency:		(2) Division/Branch/Unit:		Date Received: Volume of Records: Accession Number:	
(3) Creator of the Records [If differ from (1)]:					
INFORMATION PERTAINING TO RECORDS					
(4) Security Classification:					
No. (5)	Title/Series No./Sheet Title/ Sheet No. (6)	Date of Mapping (7)	No. of Sheets (8)	Disposal Proposal (9)	Notes (10)
			Total Sheets:		
(11) In accordance with section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the disposal of the above records:					
Officer's Name:			Signature's and Department's Seal/Stamp:		
Designation:			Date:		

[Subregulation 7(3)]

Form 7

Arkib 7/08

APPLICATION FORM FOR DISPOSAL OF ARCHITECTURAL RECORDS
(NOT STATED IN THE RECORDS DISPOSAL SCHEDULE)

DEPARTMENT'S PARTICULARS					National Archives Use Only	
(1) Ministry/Department/Agency:			(2) Division/Branch/Unit:		Date Received: Volume of Records: Accession No.:	
(3) Creator of the Records [If differ from (1)]:						
INFORMATION PERTAINING TO RECORDS						
(4) Security Classification:						
No. (5)	Reference No. (6)	Title (7)	Date (8)	No. of Sheets (9)	Disposal Proposal (10)	Notes (11)
				Total Sheets:		
<p>(12) In accordance with Section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the disposal of the above records:</p> <p style="margin-left: 40px;">Officer's Name: _____ Signature's and Department's Seal/Stamp: _____</p> <p style="margin-left: 40px;">Designation: _____ Date: _____</p>						

[Subregulation 7(3)]

Form 8

Arkib 8/08

APPLICATION FORM FOR DISPOSAL OF AUDIO VISUAL RECORDS
(NOT STATED IN THE RECORDS DISPOSAL SCHEDULE)

DEPARTMENT'S PARTICULARS						National Archives Use Only			
(1) Ministry/Department/Agency:		(2) Division/Branch/Unit:				Date Received:	Unit of Records (11)	Disposal Proposal (12)	Notes (13)
(3) Creator of the Records [If differ from (1)]:						Volume of Records:			
						Assession No.:			
INFORMATION PERTAINING TO RECORDS									
(4) Security Classification:									
No. (5)	Reference No. (6)	Title (7)	Description (8)	Date (9)	Format (10)	Unit of Records (11)	Disposal Proposal (12)	Notes (13)	
						Total of Units:			
(14) In accordance with Section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the disposal of the above records:									
Officer's Name:			Signature's and Department's Seal/Stamp:						
Designation:			Date:						

[Subregulation 7(3)]

Form 10

Arkib 10/08

**APPLICATION FORM FOR DISPOSAL OF ELECTRONIC RECORDS
(NOT STATED IN THE RECORDS DISPOSAL SCHEDULE)**

DEPARTMENT'S PARTICULARS		National Archives Use Only Date Received: Assession No.:
(1) Ministry/Department/Agency:	(2) Division/Branch/Unit:	
(3) Address:		
(4) Creator of the Records: [If differ from (1)]:	(5) Telephone No.:	
(6) Facsimile No.:	(7) E-mail address:	
INFORMATION PERTAINING TO RECORDS		
(8) Series Title/File Title:		
(9) System Application:		
(10) Records Format:		
(11) Volume/Size In Byte:		
(12) Media Type:		
(13) Volume of Media:		
(14) Date Covered:		
(15) Security Classification:		
(16) Location of Records:		
(17) Reasons for Disposal:		
(18) Suggestion to Destroy/Keep:		
(19) Description of Records: [Please complete the Annexure]		
(20) In accordance with section 25 and 26 National Archives Act 2003 [Act 629], I submit this application for the disposal of the above records:		
Officer's Name:	Signature's and Department's Seal/Stamp:	
Designation:	Date:	

(Annexure)

**DESCRIPTION LIST FOR DISPOSAL OF ELECTRONIC RECORDS
(NOT COVERED BY A RECORDS DISPOSAL SCHEDULE)**

No.	Media Reference No.	Title of Media/Record Description of Each Media	Date Covered		Conditions of Media (Good/Damaged)
			From	To	
Officer's Name: Designation: Date:					

[Subregulation 8(2)]

Form 11

Arkib 11//08

APPLICATION FORM FOR TRANSFER OF PUBLIC RECORDS

DEPARTMENT'S PARTICULARS		National Archives Use Only Date Received: Volume of Records: Assession No.:
(1) Ministry/Department/ Agency:	(2) Division/Branch/Unit:	
INFORMATION PERTAINING TO RECORDS		
(3) Assession No.:	(4) Name and Records Disposal Schedule No.:	
(5) Date Covered:	(6) Records Measurement: (linear meter/ unit/sheet)	
(7) Security Classification:	(8) Type and Format of Records:	

No. (9)	File/Reference/Series No. (10)	Title/Subject (11)	Date (12)		No. of Enclosure/ Sheet/Unit (13)
			From	To	
<p>(14) In accordance with section 28(1) and (2) National Archives Act 2003 [Act 629], I submit this application to transfer of the above records:</p> <p>Officer's Name: _____ Signature's and Department's Seal/Stamp: _____</p> <p>Designation: _____ Date: _____</p>					

[Subregulation 9(2)]

Form 12

Arkib 12/08

**VERIFICATION
OF THE DESTRUCTION OF PUBLIC RECORDS**

DEPARTMENT'S PARTICULARS	
(1) Ministry/Department/Agency:	(2) Division/Branch/Unit:
INFORMATION ON DESTRUCTION	
(3) Approval Letter for Destruction:	
3.1 Reference No.:	3.2 Date:
(4) Description of Records:	
(5) Linear Meter of Records Destroyed:	
(6) Security Classification:	
(7) Method of Destruction:	
<input type="checkbox"/> Burned <input type="checkbox"/> Shredded <input type="checkbox"/> Recycled <input type="checkbox"/> Sold <input type="checkbox"/> Deleted	

(8) Date of Destruction:	(9) Place of Destruction:
OFFICERS CONDUCTING THE DESTRUCTION	
(10) Name: Signature: Designation:	(11) Name of Witness: Signature: Designation:
VERIFICATION	
(13) I verify that the above records are duly destroyed in accordance with section 25 and 26, National Archives Act 2003 [Act 629]:	
Officer's Name:	Signature and Department's Seal/Stamp:
Designation:	Date:

[Subregulation 9(2)]

Form 13

Finance-Arkib 13/08

VERIFICATION OF THE DESTRUCTION OF FINANCIAL AND ACCOUNTING RECORDS

DEPARTMENT'S PARTICULARS	
(1) Ministry/Department/Agency:	(2) Division/Branch/Unit:
INFORMATION ON DESTRUCTION	
(3) Approval for Destruction:	
<ul style="list-style-type: none"> ▪ National Archives of Malaysia, Reference No.: _____ Date: _____ ▪ Auditor General Office, Reference No.: _____ Date: _____ ▪ Department of the National Accountant of Malaysia, Reference No.: _____ Date: _____ 	
(4) Linear Meter of Records Destroyed:	
(5) Method of Destruction :	(6) Receipt No. (If Sold): _____
<input type="checkbox"/> Burned <input type="checkbox"/> Shredded <input type="checkbox"/> Recycled <input type="checkbox"/> Sold <input type="checkbox"/> Deleted	

(7) Date of Destruction:	(8) Place of Destruction:
OFFICERS CONDUCTING THE DESTRUCTION	
(9) Name: Signature: Designation:	(10) Name of Witness: Signature: Designation:
VERIFICATION	
(11) I verify that the above records are duly destroyed in accordance with section 25 and 26, National Archives Act 2003 [<i>Act 629</i>], Treasury Instruction 150.	
Officer's Name:	Signature's and Department's Seal/ Stamp:
Designation:	Date:

Dated 19 September 2008
[KPKKW PUU 800-8/2 Jld. 1; PN(PU²)148/II]

DATO' SERI MOHD. SHAFIE BIN HI. APDAL
Minister of Unity, Culture, Arts and Heritage

P.U. (A) 378.

AKTA CUKAI PENDAPATAN 1967

PERINTAH CUKAI PENDAPATAN (PENGECCUALIAN) (No. 8) 2008

PADA menjalankan kuasa yang diberikan oleh perenggan 127(3)(b) Akta Cukai Pendapatan 1967 [*Akta 53*], Menteri membuat perintah yang berikut:

Nama dan permulaan kuat kuasa

1. (1) Perintah ini bolehlah dinamakan **Perintah Cukai Pendapatan (Pengeccualian) (No. 8) 2008**.

(2) Perintah ini hendaklah berkuat kuasa mulai tahun taksiran 2008 hingga tahun taksiran 2010.

Taksiran

2. Dalam perintah ini, melainkan jika konteksnya menghendaki makna yang lain—

“pengurangan pelepasan yang diperakukan” ertinya suatu unit Protokol Kyoto bersamaan dengan persamaan satu ton metrik karbon dioksida, dikira mengikut kaedah Kyoto dan dikeluarkan bagi pengurangan pelepasan gas daripada suatu aktiviti projek mekanisme pembangunan bersih;

“projek mekanisme pembangunan bersih” ertinya suatu projek mekanisme pembangunan bersih yang diluluskan oleh Kementerian Sumber Asli dan Alam Sekitar;

“Protokol Kyoto” ertinya suatu perjanjian antarabangsa yang berhubungan dengan Konvensyen Rangka Kerja Bangsa-Bangsa Bersatu mengenai Perubahan Iklim.

Pengecualian

3. (1) Menteri mengecualikan suatu syarikat yang diperbadankan di bawah Akta Syarikat 1965 [*Akta 125*] dan yang bermastautin di Malaysia dalam tempoh asas bagi suatu tahun taksiran daripada pembayaran cukai pendapatan berkenaan dengan pendapatan yang diterima daripada jualan pengurangan pelepasan yang diperakukan.

(2) Pendapatan yang disebut dalam subperenggan (1) hendaklah pendapatan kasar daripada jualan unit pengurangan pelepasan yang diperakukan ditolak dengan suatu amaun bersamaan dengan perbelanjaan, bukan merupakan perbelanjaan modal, yang dilakukan oleh syarikat itu bagi maksud untuk memperoleh pengurangan pelepasan yang diperakukan.

(3) Apa-apa perbelanjaan yang disebut dalam subperenggan (2) hendaklah disifatkan sebagai telah dilakukan dalam tempoh asas bagi suatu tahun taksiran yang pendapatan daripada jualan pengurangan pelepasan yang diperakukan itu diterima oleh syarikat.

(4) Tiada apa-apa jua dalam subperenggan (1) boleh melepaskan atau disifatkan telah melepaskan syarikat itu daripada mematuhi apa-apa kehendak untuk mengemukakan apa-apa penyata atau penyata akaun atau memberi apa-apa maklumat lain di bawah peruntukan Akta.

Penyenggaraan rekod yang berasingan

4. Syarikat hendaklah menyenggarakan rekod berasingan bagi pendapatan yang dikecualikan di bawah subperenggan 3(1) Perintah ini.

Dibuat 23 September 2008

[Perb. 0.3865/73(SJ.10) Vol. 3(SK.1) (2);

LHDN 01/35/(S)/42/51/231-17.9; PN(PU²)80/LIV]

TAN SRI NOR MD BIN YAKOP
Menteri Kewangan Kedua

[Akan dibentangkan di Dewan Rakyat menurut subseksyen 127(4) Akta Cukai Pendapatan 1967]

INCOME TAX ACT 1967

INCOME TAX (EXEMPTION) (No. 8) ORDER 2008

In exercise of the powers conferred by paragraph 127(3)(b) of the Income Tax Act 1967 [Act 53], the Minister makes the following order:

Citation and commencement

1. (1) This order may be cited as the **Income Tax (Exemption) (No. 8) Order 2008**.

(2) This Order shall have effect from the year of assessment 2008 until the year of assessment 2010.

Interpretation

2. In this Order, unless the context otherwise requires—

“certified emission reduction” means a Kyoto Protocol unit equal to one metric tonne of carbon dioxide equivalent, calculated in accordance with Kyoto rules and is issued for gas emission reductions from an activity of clean development mechanism project;

“clean development mechanism project” means a project of clean development mechanism approved by the Ministry of Natural Resources and Environment;

“Kyoto Protocol” means an international agreement relating to United Nations Framework Convention on Climate Change.

Exemption

3. (1) The Minister exempts a company incorporated under the Companies Act 1965 [Act 125] and resident in Malaysia in the basis period for a year of assessment from the payment of income tax in respect of income received from the sale of certified emission reduction.

(2) The income referred to in subparagraph (1) shall be the gross income from the sale of certified emission reduction unit less an amount equal to the expenditure, not being capital expenditure, incurred by the company for the purposes of obtaining certified emission reduction.

(3) Any expenditure referred to in subparagraph (2) shall be deemed to be incurred in the basis period for a year of assessment in which the income from the sale of certified emission reduction is received by the company.

(4) Nothing in subparagraph (1) shall absolve or be deemed to have absolved the company from complying with any requirement to submit any return or statement of accounts or to furnish any other information under the provision of the Act.

Maintaining separate record

4. The company shall maintain a separate record for the income exempted under subparagraph 3(1) of this Order.

Made 23 September 2008

[Perb. 0.3865/73 (SJ.10) Vol. 3(SK.1) (2);

LHDN 01/35/(S)/42/51/231-17.9; PN(PU²)80/LIV]

TAN SRI NOR MD BIN YAKCOP
Second Minister of Finance

[To be laid before the Dewan Rakyat pursuant to subsection 127(4) of the Income Tax Act 1967]

P.U. (A) 379.**AKTA DUTI HIBURAN 1953****PERINTAH DUTI HIBURAN (PENGECUALIAN) (No. 23) 2008**

PADA menjalankan kuasa yang diberikan oleh perenggan 12(1)(b) Akta Duti Hiburan 1953 [Akta 103], Menteri membuat perintah yang berikut:

Nama

1. Perintah ini bolehlah dinamakan **Perintah Duti Hiburan (Pengecualian) (No. 23) 2008.**

Pengecualian

2. Persembahan *Disney High School Musical—The Ice Tour 2008* yang telah diadakan di Stadium Putra, Kompleks Sukan Bukit Jalil, Kuala Lumpur dari 15 Ogos 2008 hingga 20 Ogos 2008 dikecualikan daripada duti hiburan.

Dibuat 19 September 2008

[Perb. (8.09) 248/39/2-1 Vol. 19(S.K. 27); PN(PU²)174/IX]

Bagi pihak dan atas nama Menteri Kewangan

DATO' HAJI AHMAD HUSNI MOHAMAD HANADZLAH
Timbalan Menteri Kewangan

ENTERTAINMENTS DUTY ACT 1953**ENTERTAINMENTS DUTY (EXEMPTION) (NO. 23) ORDER 2008**

IN exercise of the powers conferred by paragraph 12(1)(b) of the Entertainments Duty Act 1953 [*Act 103*], the Minister makes the following order:

Citation

1. This order may be cited as the **Entertainments Duty (Exemption) (No. 23) Order 2008**.

Exemption

2. The *Disney High School Musical—The Ice Tour 2008* show which was held at the Stadium Putra, Kompleks Sukan Bukit Jalil, Kuala Lumpur from 15 August 2008 until 20 August 2008 is exempted from entertainments duty.

Made 19 September 2008

[Perb. (8.09) 248/39/2-1 Vol. 19(S.K. 27); PN(PU²)174/IX]

On behalf and in the name of the Minister of Finance

DATO' HAJI AHMAD HUSNI MOHAMAD HANADZLAH
Deputy Minister of Finance

P.U. (A) 380.

AKTA KASTAM 1967

PERINTAH KASTAM (NILAI-NILAI) (MINYAK KELAPA SAWIT)
(No. 41) 2008

PADA menjalankan kuasa yang diberikan oleh seksyen 12 Akta Kastam 1967 [Akta 235], Menteri membuat perintah yang berikut:

Nama dan permulaan kuat kuasa

1. Perintah ini bolehlah dinamakan **Perintah Kastam (Nilai-Nilai) (Minyak Kelapa Sawit) (No. 41) 2008** dan hendaklah mula berkuat kuasa bagi tempoh 13 Oktober 2008 hingga 19 Oktober 2008.

Pemungutan dan pembayaran duti kastam

2. Bagi maksud pemungutan dan pembayaran duti-duti kastam, menurut peruntukan-peruntukan Perintah Duti Kastam 2007 [P.U. (A) 441/2007], nilai bagi tiap-tiap satu barang berduti yang dinyatakan dalam ruang (1) dan (2) Jadual mengikut unitnya yang tersebut dalam ruang (3) hendaklah nilai yang dinyatakan dalam ruang (4) Jadual tersebut.

CUSTOMS ACT 1967

CUSTOMS (VALUES) (PALM OIL) (No. 41) ORDER 2008

In exercise of the powers conferred by section 12 of the Customs Act 1967 [Act 235], the Minister makes the following order:

Citation and commencement

1. This order may be cited as the **Customs (Values) (Palm Oil) (No. 41) Order 2008** and shall have effect for the period from 13 October 2008 to 19 October 2008.

Levy and payment of customs duties

2. For the purpose of the levy and payment of customs duties, in accordance with the provisions of the Customs Duties Order 2007 [P.U. (A) 441/2007], the value of each of dutiable goods specified in columns (1) and (2) of the Schedule in respect of the unit thereof mentioned in column (3) of the Schedule shall be the value specified in column (4) of the said Schedule.

JADUAL/SCHEDULE

Barang (Goods)	Subkepala (Subheading)	Unit (Unit)	Nilai (Value)
(1)	(2)	(3)	(4)
Crude Palm Oil	1511.10 000	tonne	RM1,789.60

Dibuat 10 Oktober 2008

Made 10 October 2008

[KE. HT(34.11) 819/03-6/klt. 7(52); Perb. (8.20) 116/1-4;
PN(PU²)338/VIII/klt. 7]

Dengan arahan Menteri Kewangan.
By direction of the Minister of Finance.

Bagi pihak dan atas nama Menteri Kewangan/
On behalf and in the name of the Minister of Finance

DATUK AZIYAH BINTI BHAUDDIN
Setiausaha
Bahagian Analisa Cukai

Hakcipta Pencetak (H)

PERCETAKAN NASIONAL MALAYSIA BERHAD

Semua Hak Terpelihara. Tiada mana-mana bahagian jua daripada penerbitan ini boleh diterbitkan semula atau disimpan di dalam bentuk yang boleh diperolehi semula atau disiarkan dalam sebarang bentuk dengan apa jua cara elektronik, mekanikal, fotokopi, rakaman dan/ atau sebaliknya tanpa mendapat izin daripada Percetakan Nasional Malaysia Berhad (Pencetak kepada Kerajaan Malaysia yang dilantik).



DICETAK OLEH
PERCETAKAN NASIONAL MALAYSIA BERHAD,
KUALA LUMPUR
BAGI PIHAK DAN DENGAN PERINTAH KERAJAAN MALAYSIA