

RECORDS DISPOSITION ADMINISTRATION



EHXIA R. DONDONILLA

OUTLINE

- **Records Disposition**
- **Records Disposition Program**
 - Objectives of RDP
 - Requirements of Successful RDP
 - RMIC and its Function

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- **Activities in RDP**

2 TYPES OF RECORDS

FACILITATIVE

- records common to all government offices

Civil Service Form No. 48
DAILY TIME RECORD
—000—

(Name) _____

For the month of _____ Regular days _____
Official hours for arrival and departure _____ Saturdays _____

Day	A.M.		P.M.		Overtime	
	Arrival	Departure	Arrival	Departure	Hours	Min.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
Total						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

In Charge _____

(SEE INSTRUCTION ON BACK)

PERSONAL DATA SHEET

PERSONAL INFORMATION

1. NAME: SURNAME, FIRST NAME, MIDDLE NAME

2. DATE OF BIRTH: DD, MM, YYYY

3. SEX: Male Female

4. STATUS: Single Married Widowed Divorced Other, specify _____

5. RESIDENCE: ADDRESS, CITY/TOWN, PROVINCE, ZIP CODE

6. EMPLOYMENT HISTORY: EMPLOYER, POSITION, DATE OF ENTRY, DATE OF DEPARTURE

7. EDUCATIONAL BACKGROUND: LEVEL, NAME OF SCHOOL, GRADE COURSE, YEAR GRADUATED, SPECIAL COURSE, HIGHER EDUCATION INSTITUTION, YEAR ENDED, DEGREE/DIPLOMA RECEIVED

8. OTHER INFORMATION: LANGUAGES, SKILLS, AWARDS, TRAINING COURSES

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2 TYPES OF RECORDS

SUBSTANTIVE

- records created in line with the unique functions of the agency

PHILIPPINES
MILLENNIUM

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
EASY AVE QUEZON CITY

NON-PROFESSIONAL

LAST NAME, FIRST NAME, MIDDLE NAME
DRIVE, STEVE JONES

ADDRESS (NO. STREET, CITY MUN., PROVINCE)
33 BLOCK EXAMPLE ST, QUEZON CITY

BIRTH DATE	SEX	HT. (cm)	WT. (kg)	NATIONALITY
1989-11-05	M	123	65	FIL

RESTRICTIONS	CONDITIONS	AGY	EXPIRES
123		D01	2020-11-05

LICENSE NO.
D01-12-123456

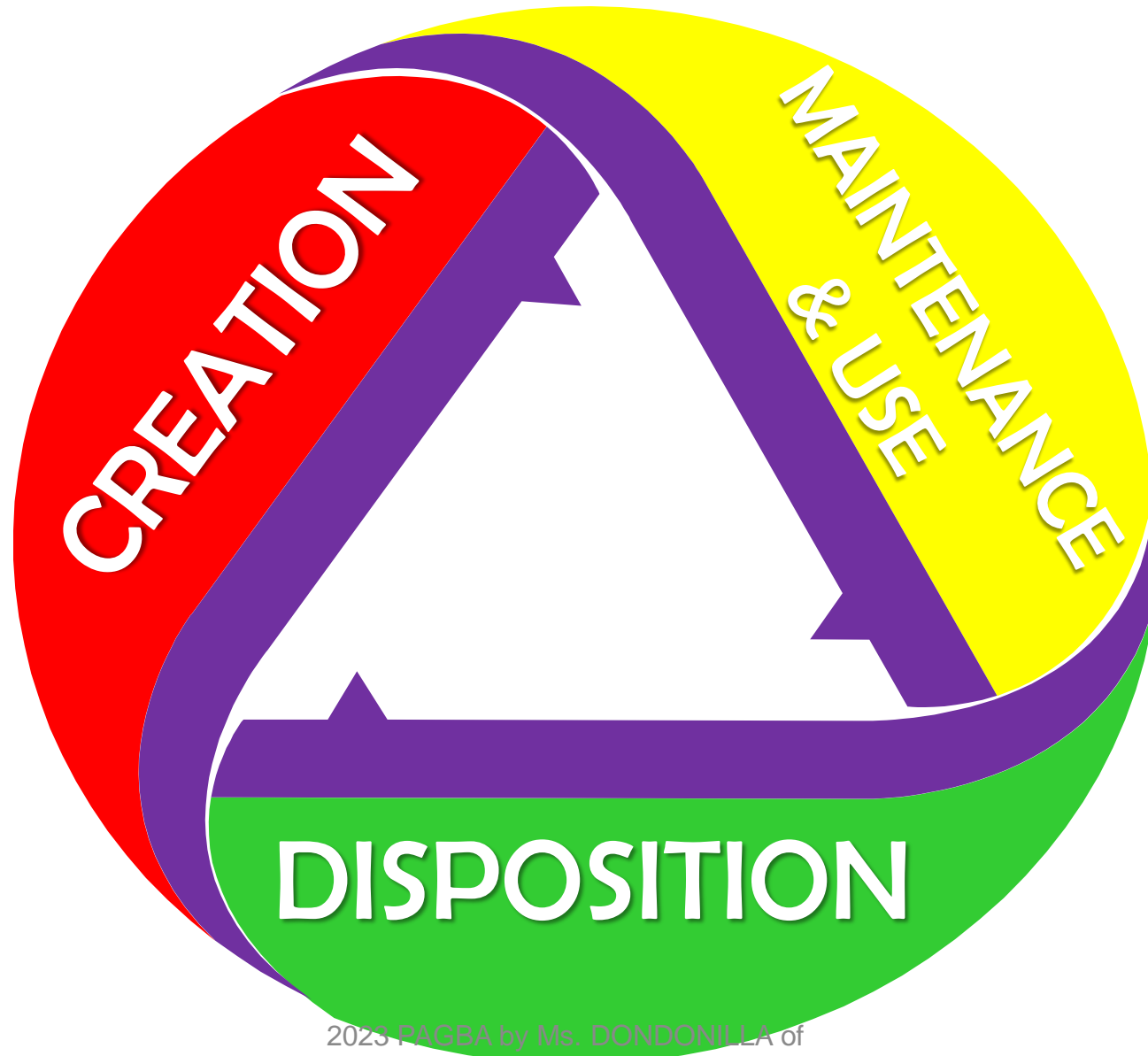
SIGNATURE OF LICENSEE

THIS IS JUST A SAMPLE



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RECORDS MANAGEMENT CHAIN



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NAP



RECORDS DISPOSITION



**Systematic
Transfer of
Non-current
records**



**Preservation
of
Permanent
records**



**Destruction
of Valueless
records**

“Control your records
before they control you”

- Anonymous



RECORDS DISPOSITION PROGRAM (RDP)

PLAN of ACTIVITIES:

➤ Retention

➤ Transfer

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➤ Destruction of Records

*Preservation of
Permanent records*

*Destruction of
Valueless records*

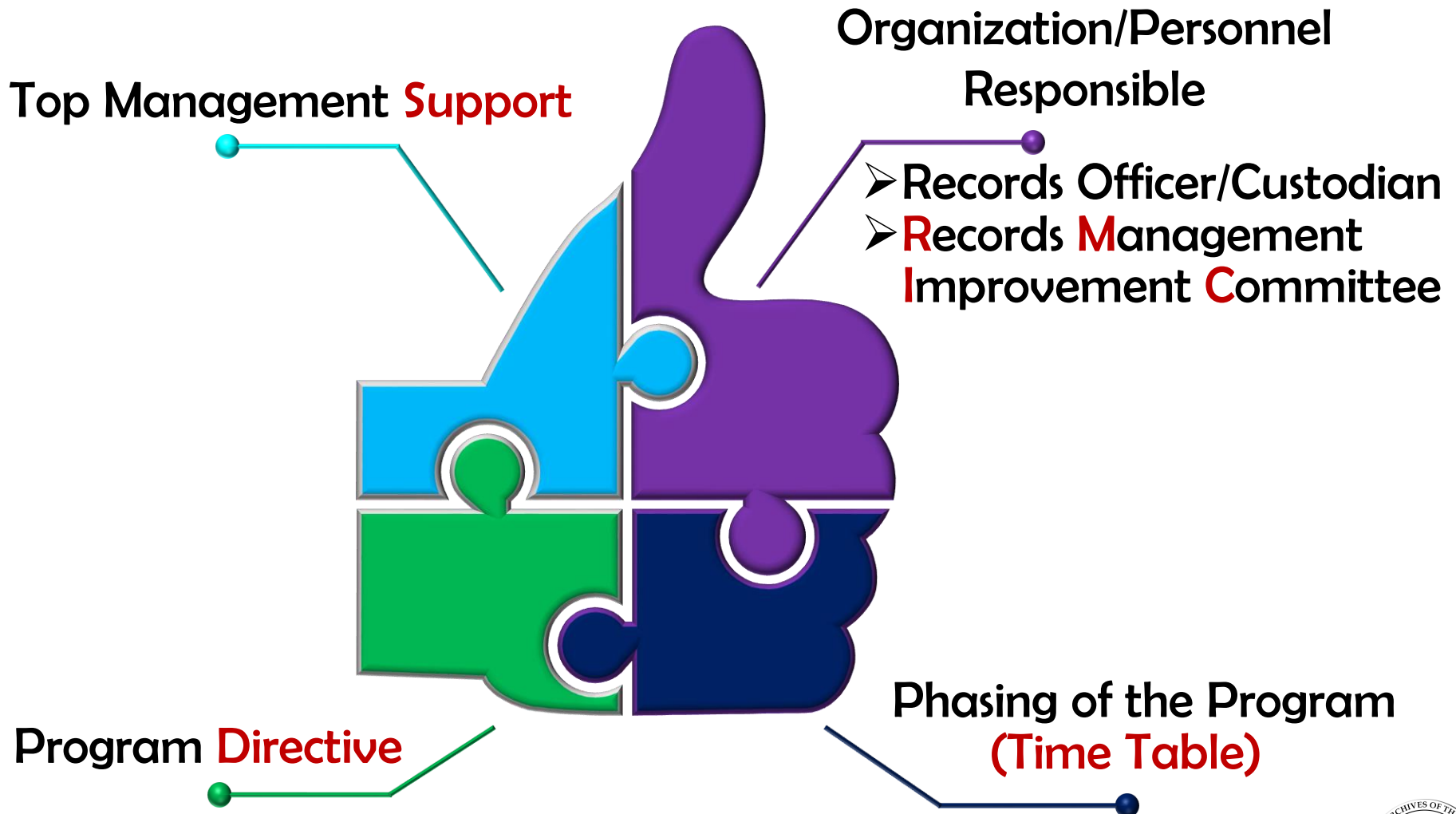
*Retirement of
temporary
Non-current records*

*Retention of
Active records*

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REQUISITES OF A SUCCESSFUL RDP




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NAP

Example of Directive to form RMIC



SUBIC BAY METROPOLITAN AUTHORITY
 Room 107, Bldg. 229, Waterfront Road, Subic Bay Freeport Zone, Philippines 2222
 (+6347) 252-4754 / 4188 / 4469 / 4184



January 25, 2016

Hon. VICTORINO MAPA MANALO
 Executive Director
 National Archives of the Philippines
 VELCO Centre, R.S. Oca corner A.C. Delgado Streets,
 Port Area, 1018 Manila

RECEIVED

APR 06 2016

Dear Hon. Manalo,

Greetings!

As part of the requirements in implementing the Republic Act No. 9470, the SBMA created a Records Management Improvement Committee (RMIC) through Office Order 14-09-0683 on August 2014 and was amended on December 2015 through Office Order No. 15-12-0898. Based on the Office Order, the following are the members of RMIC and their functions:


Members	
Chairperson	: Senior Deputy Administrator for Business and Investment
Vice-Chairperson	: Manager, Management Information System
	: Division Chief, Auxiliary Services Division, OSD
Members	: All Department Managers and Office Heads
	: All Records Officers and Designated Records Officers of Departments and Offices
Secretariat	: Staff of Auxiliary Services Division, OSD

Functions:


- Advise the Head of Agency on Matters related to Records Management;
- Review, updated, and clearly define the existing policy statements, directives and procedures on Records Management;
- Develop and improve a systematic records maintenance including the handling of incoming and outgoing mails and correspondence, classification scheme, filing system, and servicing;
- Constantly update the Department Records Management Manual and the Records Retention Disposal Schedule;
- Coordinate with the National Archives of the Philippines and other agencies related to the Records Management Improvement Program of the of the organization;
- Responsible for the Inventory and Appraisal of Records found in the respective units and recommend to the Committee the retention period of each records series and disposal records of the respective offices;
- Formulate procedures, systems for security records to prevent loss and/or authorized destruction of records; and
- Perform other functions related to the records management improvement.


The Committee shall meet upon the instruction of the Chairman. Regular meetings thereafter shall be decided by the committee members. Further, all offices are directed to extend necessary assistance to the RMIC.

Respectfully yours,



HON. ROBERTO V. GARCIA
Chairman and Administrator





Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURE AND FISHERIES STANDARDS
 BPT Compound, Visayas Avenue, Cebu, Quezon City 1101 Philippines
 Telefax: (632) 455-0031, 455-2858, 455 2856
 DA Trunkline: (632) 928-8756 to 65 local 3301-3306, 3308-3309
 E-mail: bafsa@da.gov.ph Website: <http://bafsa.da.gov.ph>

Page	1	Page 1 of 1
Date Prep.	00-2016-17-73	
Reference Number		

OFFICE ORDER No. 73
 Series of 2016

TO : ALL BAFS EMPLOYEES

FROM : -OFFICE OF THE OIC-EXECUTIVE DIRECTOR

SUBJECT : CREATION OF RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)

DATE : 02 September 2016

In the interest of the service for a better implementation of our Records Disposition (RD) Program (RDP), a Records Management Improvement Committee (RMIC) is hereby constituted as follows:


Chairperson: Admin Officer V
Vice Chairman: Information Officer III
Members: All Division Chiefs and Document and Record Controller (DRC) Team

The Committee shall, among others perform the following functions:


1. Formulate policies of effective, efficient and economical implementation of the RD Program;
2. Responsible for the systematic records management program in all phases of Records Management, i.e. creation, maintenance and disposition;
3. Oversee the inventory, analysis and evaluation of records;
4. Responsible for the identification and preservation of documents which are of continuing value and requiring permanent retention and records of temporary value which may be promptly disposed of at the expiration of pre-determined periods;
5. Determine the retention periods of the agency's records and formulate the RD Schedule subject to the approval of the National Archives of the Philippines (NAP);
6. Secure authority from the NAP for the disposal of valueless records and/or transfer of archival records;
7. Take charge of the custody of valueless records until their disposal is authorized;
8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and authorized destruction of records;
10. Establish a depository space/area for the storage of records that are no longer needed by the agency but which are not yet ready for disposal.


A Sub-Committee may be created composed of Section Chiefs as members. The Sub-Committee shall be responsible for the inventory, initial study and appraisal of the records found their respective sections; and also recommend to the RMIC the retention period inherent in their respective sections.

For compliance,





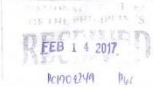
KAREN S. BAUTISTA
MFM





...ensuring consumer safety and promoting global competitiveness of Philippine agriculture and fishery products...





The RMIC shall do the following:

Appraise the **records** to determine the different **values** attached to them



Establish the **retention period** for each record series



Recommend the **approval** of the **RDS**



ACTIVITIES OF RDP

1. Records Inventory



Rule 25 Art. 39 IRR RA 9470; Inventory of Public Records

“**ALL** government offices shall **regularly conduct** an **inventory** of their public **records** and shall be mandated to **keep** the following in their respective **registry;**”

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Descriptive listing of the records holdings of an agency. It is usually done by **records series**.

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RECORDS SERIES

Group of related records arranged under a single unit or kept together as a unit because they deal with a particular subject, result from the **same activity** or have a special form.



IMPORTANCE OF RECORDS INVENTORY

Turn Over of Records to **Successor**
(*Rule 36, Article 57 IRR of RA 9470*)



IMPORTANCE OF RECORDS INVENTORY

Serve as **guide** in the absence of the records officer/custodian



IMPORTANCE OF RECORDS INVENTORY

Records Management Audit (*Rule 52, Article 87-88 of IRR*)



ACTIVITIES OF RDP

1. Records Inventory
2. Appraisal of Records



RECORDS APPRAISAL

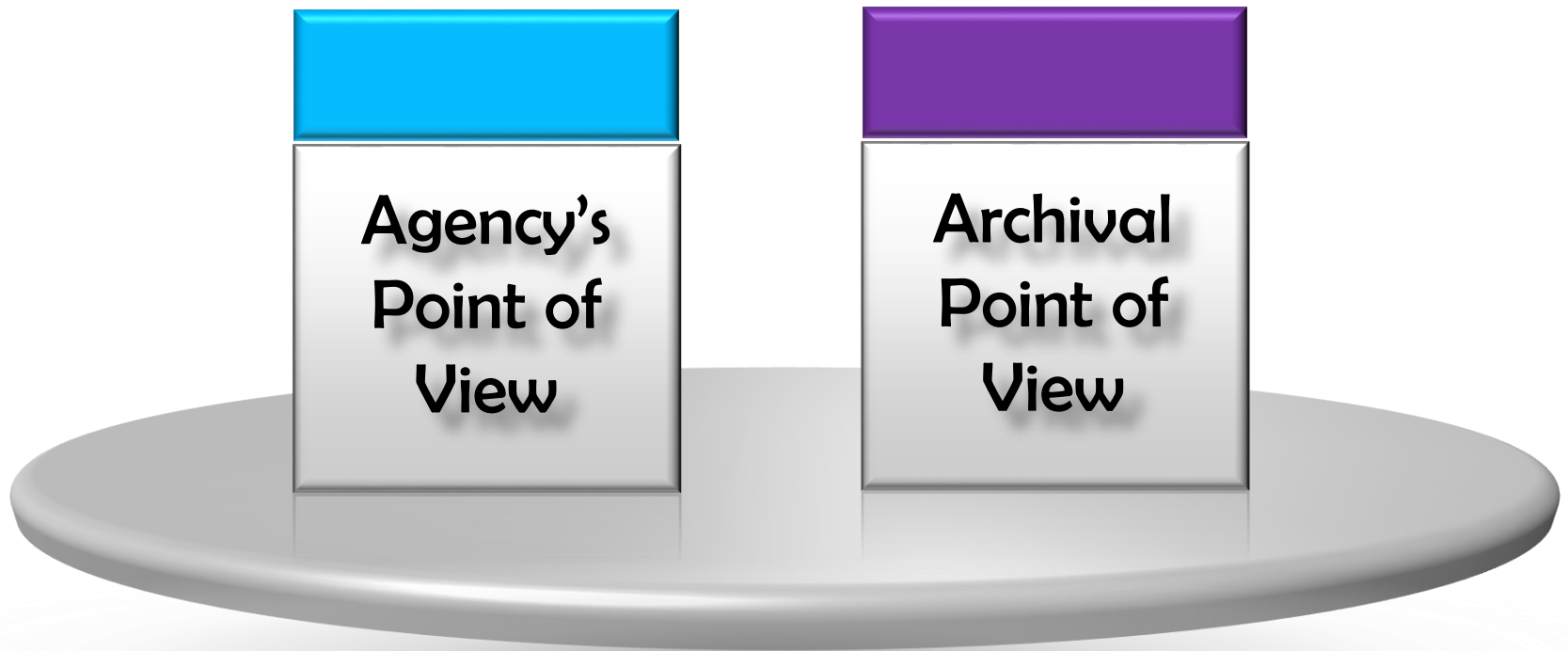
It is the process by which records are carefully and systematically **studied** and **analyzed** for the purpose of **establishing** their respective appropriate **values** which will be vital factors in their final disposition.

OBJECTIVES OF APPRAISING RECORDS

To establish a **reasonable** and **acceptable retention period** for various types of records

To identify records (a) with **no value** (b) that can be **transferred** and (c) with **permanent value**

APPRAISAL OF RECORDS INTO 2 CATEGORIES



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BASIC CONSIDERATIONS APPRAISAL OF RECORDS

TIME VALUE

Temporary
or
Permanent

UTILITY VALUE

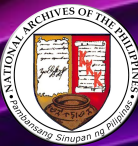
Administrative
Fiscal
Legal
Archival

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NAP



ACTIVITIES OF RDP

1. Records Inventory
2. Appraisal of Records
3. **Establishment of Retention Period**



ESTABLISHMENT OF RETENTION PERIOD

How long the records should be retained in the agency to satisfy both the administrative and legal requirements

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RETENTION PERIOD

- **Specific period of time** established and approved by the National Archives of the Philippines as the **life span of records**, after which they are deemed ready for permanent storage or destruction.

RETENTION PERIOD FOR TEMPORARY RECORDS MAY BE EXPRESSED IN TWO WAYS

1. A **fixed period** after records in the series or system are created e.g. – 2 yrs; 5 yrs; 10 yrs.
2. A fixed period after a **predictable event**. The wording depends on the action involved e.g. – 2 years after acted upon; 10 years provided post-audited, and finally settled.

EXAMPLES

“after completion”
(as of a study, project, audit)

“after publication”
(as of monthly reports)

“after sale/transfer”
(as of personal or
real property)

“after superseded”
(as of administrative
directive)

PREDICTABLE EVENTS

Sample of Inventory with Entries

NAP Form No. 1
2008

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY NATIONAL ARCHIVES OF THE PHILIPPINES				ORGANIZATIONAL UNIT Records Management Services Div.			TELEPHONE NO.: (02)521-3034		
		ADDRESS PPL Bldg., UN Ave., Paco, Manila				PERSON-IN-CHARGE OF FILES Juan Dela Cruz			DATE PREPARED March 26, 2019		
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME (Cubic Meter)	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE (T / P)	UTILITY VALUE (Adm / F / L / Arc)	RETENTION PERIOD			REMARKS
								Active	Storage	Total	
1) COMMUNICATIONS	1980-Present	.056 m³	Cab. 1-D-A	ANA	1 Rec. Section	T	Adm				
Non-Routine					1 Action Unit						Filed w/ apr. series
Routine					Concerned			2 yrs		2 yrs	After acted upon
2) DAILY TIME RECORDS	2015-Present	0.112 m³	Cab. 2-C-D	ANA	None	T	Adm, F, L	1 yr		1 yr	After data had been posted in the leave cards and post-audited

LEGEND:
 TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY: MA. PATRICIA SULIBA / RMA I
 Name and Position

ASSISTED BY: EHXIA R. DONDONILLA
 NAP Records Management Analyst

APPROVED BY: ELIZABETH B. EJE
 Chief of the Division/Department

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NAP



ACTIVITIES OF RDP

1. Records Inventory
2. Appraisal of Records
3. Establishment of Retention Period
4. **Development of RDS**



RECORDS DISPOSITION SCHEDULE

A **written** account of the **action** to be taken with respect to all records maintained by the agency.



A RECORDS DISPOSITION SCHEDULE Should:

Cover **all** records
created and
maintained by
the Agency

Provide an **accurate**
description of each
record series

State the number of **years**
each record series must be
kept before transfer or
destruction

Sample of an Approved RDS

2008

NAP Form No. 2
2008

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinunang ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: OFFICE OF THE PRESIDENT			
2. ADDRESS: Malacañang Records Office Room 128, Mabini Hall, Malacañang, Manila		4. DATE PREPARED: January 12, 2016			
3. SCHEDULE NO. 3		7. RETENTION PERIOD			
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
ADMINISTRATION RECORDS					
1	ANNUAL AUDIT REPORT (Submitted by different agencies)	3 years		3 years	
2	APPROVED CONDONATION (Interest/Loans/ Rentals & Taxes)		PERMANENT		
3	ASSOCIATIONS FILES (PRIVATE COMPANIES/ FIRMS) Investment Operation	3 years		3 years	
4	ASSISTANCE FOR INDIGENOUS PEOPLE	2 years		2 years	
5	AUTHORIZATION FILES				After acted upon
	Aeronautics	3 years		3 years	
	Airline operation				
	Grant permit / flight frequency carrier				
	Payment of charges, rentals, fees of lots in airports				
	Release of funds to undertake the construction, improvement & rehabilitation of airports, either by administration or thru public bidding				
	Building	2 years		2 years	
	Construct a government building				
	Release of funds to pay office rentals				
	Release of lands for the construction of buildings				
	Renew a contract of lease of a building				
	Transfer of a building without cost				
Participate/Conduct Seminar	2 years		2 years		
Print	2 years		2 years		
Vehicle					
To accept donation from foreign country / private institution		PERMANENT			
To purchase vehicles for official use	4 years		4 years		
Vessels/Shipyards					
Acceptance of donation from foreign country		PERMANENT			
Authority		PERMANENT			
Confirmation of name(Hydrographic Survey Vessel)					
Dispose sunken/salvaged vessels					
Enter free from port, storage, and wharfage dues					
Entry of foreign vessels					
Grounding of vessels					
Request to use vessel for study and survey purpose	4 years		4 years		
6	CALAMITY FILES				
	Offers of foreign countries to assist during a state of calamity	1 year		1 year	
	Resolution to declare a state of calamity	1 year		1 year	
	Request for financial assistance / funds calamity area	2 years		2 years	After acted upon

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

9. Prepared by: ELLENITA G. GATBUNTUN Name PSO VI, Malacañang Records Office Position	11. Recommending Approval: MARIANITO M. DIMAANDAL Name Director IV, Malacañang Records Office Position
10. Assisted by: MA. TERESA A. PAGARAGAN Name Senior Records Management Analyst Position	12. Approved: RIZALINA N. JUSTOL Name Dep. Exec. Secretary for Finance and Administration & Chairman, OP Disposal Committee Position

NATIONAL ARCHIVES OF THE PHILIPPINES
RECEIVED
 FEB 23 2017
 TR. No. NCRD2444 BY: PLS

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

is being returned for improvement / correction

is being recommended for approval

ELIZABETH B. EJE
 Chairman
 Records Management Evaluation Committee
 3.9.17 April 4, 2017
 Date

APPROVED:

VICTORINO MAPA MANALO, C.E.S.E
 Executive Director
 25 APR 2017
 Date

NATIONAL ARCHIVES OF THE PHILIPPINES
RECEIVED
 APR 25 2017
 RECORDS MANAGEMENT SERVICE DIVISION

Page 1 of 14 pages

Page 1 of 14 Pages

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NAP



BENEFITS OF RDS

Ensure that records **needed** for legal, fiscal and administrative purpose will **not be destroyed** prematurely



BENEFITS OF RDS

Allows records that are **no longer useful** to be **destroyed legally**



BENEFITS OF RDS

Helps **reduce** the space and equipment necessary for filling records, thus, **saving money**



BENEFITS OF RDS

Provides information for a **vital** records protection **plan**



BENEFITS OF RDS

Ensure the **preservation** of records with **historical**
and **research value**



BENEFITS OF RDS

Determine what and when records may be
transferred to inactive **storage**



BENEFITS OF RDS

Assists with making **reformatting decision**



KINDS OF SCHEDULES



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NAP

NAP General Records Disposition Schedule (GRDS)

MARCH 23, 2009 OFFICIAL GAZETTE 1729


NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinuapan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE
common to all Government Agencies
Series 2009

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	<u>ADMINISTRATIVE and MANAGEMENT RECORDS</u>	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for reference
3	Calendars/Schedules of Activities or Events	1 year
4	Certificates of Appearance/Clearances	1 year
5	Certifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances Issued by or for the head of agency documenting policies/functions/ programs of the agency Issued by or for the head of agency reflecting routine information or instruction	PERMANENT 2 years after superseded
14	Lists Associations Committees Cooperatives	1 year after updated

RULE 29, ART. 45 IRR

LGU General Records Disposition Schedule

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
 NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> GENERAL RECORDS DISPOSITION SCHEDULE Common to Local Government Units Series 2011		
EXECUTIVE RECORDS (MAYOR'S/GOVERNOR'S OFFICE)		
1	Announcements (Bandillo)	1 year
2	Applications Housing Mayor's Permit and supporting requirements Senior Citizen Identification	1 year after approval
3	Certifications Good Moral Character Incumbency No Derogatory Record Quarry	1 year
4	Commendations/Awards	Permanent
5	Cultural Files Celebration Fiesta History	Permanent
6	Directories of Local Officials (Records Set)	Permanent
7	Governor's/Mayor's Profile	Permanent
8	Lists of Organizations	1 year after updated
9	Logbooks of Business Permits issued by the Mayor's Office	5 years
10	Masterlists Permits Issued Senior Citizens	Permanent
11	Mayor's Clearance	1 year
12	Messages/Speeches (Records Set)	Permanent
13	Permits Advertisement/Signage Arcade/Musoleum/News Stand/Sidewalk/ Waiting Shed Boiler/Elevator/Escalator Carolling	1 year 1 year after expired/terminated 1 year after expired 1 year

RULE 29, ART. 45 IRR



AGENCY Records Disposition Schedule

2008

1. AGENCY NAME:		2. ADDRESS:			
NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinuapan ng Pilipinas RECORDS DISPOSITION SCHEDULE		OFFICE OF THE PRESIDENT Malacañang Records Office Room 128, Mabini Hall, Malacañang, Manila			
3. SCHEDULE NO.:		4. DATE PREPARED:			
3		January 12, 2016			
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
ADMINISTRATION RECORDS					
1	ANNUAL AUDIT REPORT (Submitted by different agencies)	3 ye		NAF Form No. 2 2008	
2	APPROVED CONDONATION (Interest/Loans/ Rentals & Taxes)				
3	ASSOCIATIONS FILES (PRIVATE COMPANIES/ FIRMS) Investment Operation	3 ye			
4	ASSISTANCE FOR INDIGENOUS PEOPLE	2 ye			
5	AUTHORIZATION FILES Aeronautics Airline operation Grant permit / flight frequency carrier Payment of charges, rentals, fees of lots in airports Release of funds to undertake the construction, improvement & rehabilitation of airports, either by administration or thru public bidding Building Construct a government building Release of funds to pay office rentals Release of lands for the construction of buildings Renew a contract of lease of a building Transfer of a building without cost Participate/Conduct Seminar Print Vehicle To accept donation from foreign country / private institution To purchase vehicles for official use Vessels/Boysards Acceptance of donation from foreign country Authority Confirmation of name(hydrographic Survey Vessel) Dispose sunken/salvaged vessels Enter free from port, storage, and wharfage dues Entry of foreign vessels Grounding of vessels Request to use vessel for study and survey purpose	3 ye 2 ye 2 ye 2 ye 2 ye 2 ye 4 ye 4 ye			
6	CALAMITY FILES Offers of foreign countries to assist during a state of calamity Resolution to declare a state of calamity Request for financial assistance / funds calamity area	1 ye 1 ye 2 year			

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, instrumentality shall dispose of, destroy or authorize the disposal or custody or under its control except with the prior written authority of the

9. Prepared by: Elleña G. Gatbuntun Name
PSO VI, Malacañang Records Office Position

10. Assisted by: Ma. Teresa A. Pagaragan Name
Senior Records Management Analyst Position

11. Recommending Approval: Marianito M. Dimaandal Name
Director IV, Malacañang Records Office Position

12. Approved: Rizalona N. Justol Name
Dep. Exec. Secretary for Finance and Administration & Chairman, OP Disposal Committee Position

APPROVED: Victorino Mapa Manalo
VICTORINO MAPA MANALO, C.E.S.E
Executive Director
25 APR 2017 Date

RECEIVED
FEB 23 2017
TR No. 1202016 BY: [Signature]

RECEIVED
APR 25 2017
RECOMMENDED BY: [Signature]

RECEIVED
APR 25 2017
RECORDS MANAGEMENT DIVISION

RULE 28, ART. 44 IRR



ACTIVITIES OF RDP

1. Records Inventory
2. Appraisal of Records
3. Establishment of Retention Period
4. Development of RDS
5. **Preparation, Submission and Approval of RDS**

APPROVAL OF RDS

• RDS prepared in NAP Form No. 2 (Records Disposition Schedule)

5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

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ACTIVITIES OF RDP

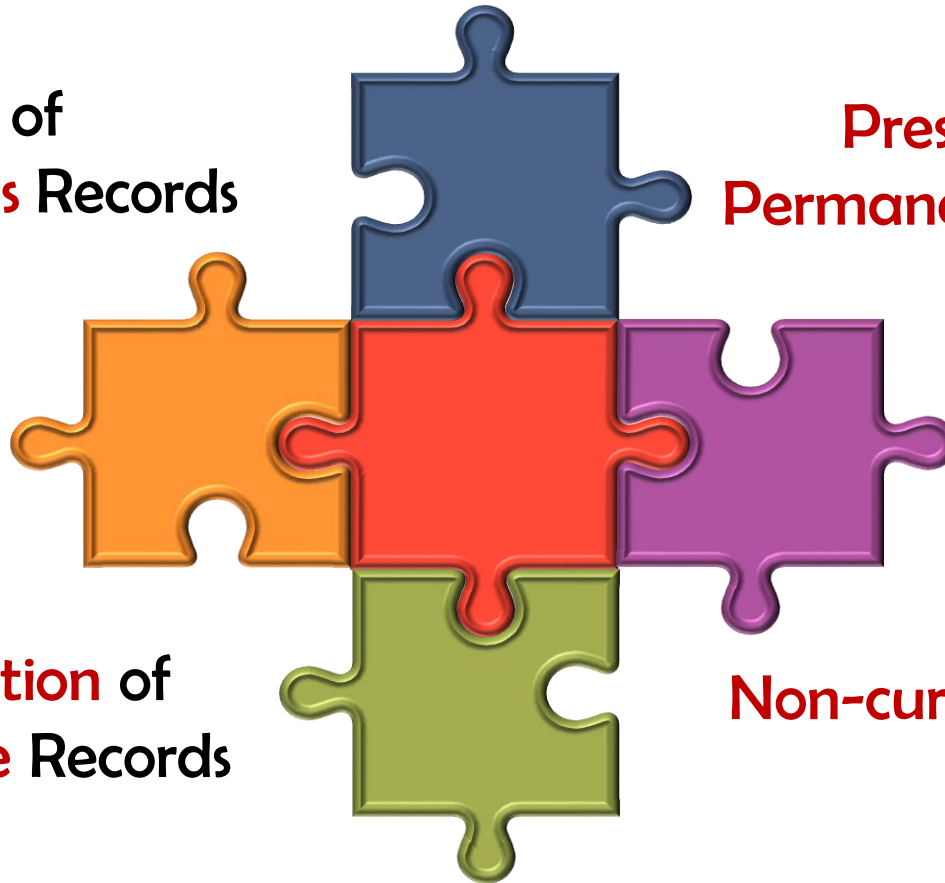
1. Records Inventory
2. Appraisal of Records
3. Establishment of Retention Period
4. Development of RDS
5. Preparation, Submission and Approval of RDS
6. **Application/Implementation of RDP**



Activities in the Implementation of RDP

**Disposal of
Valueless Records**

**Preservation of
Permanent Records**

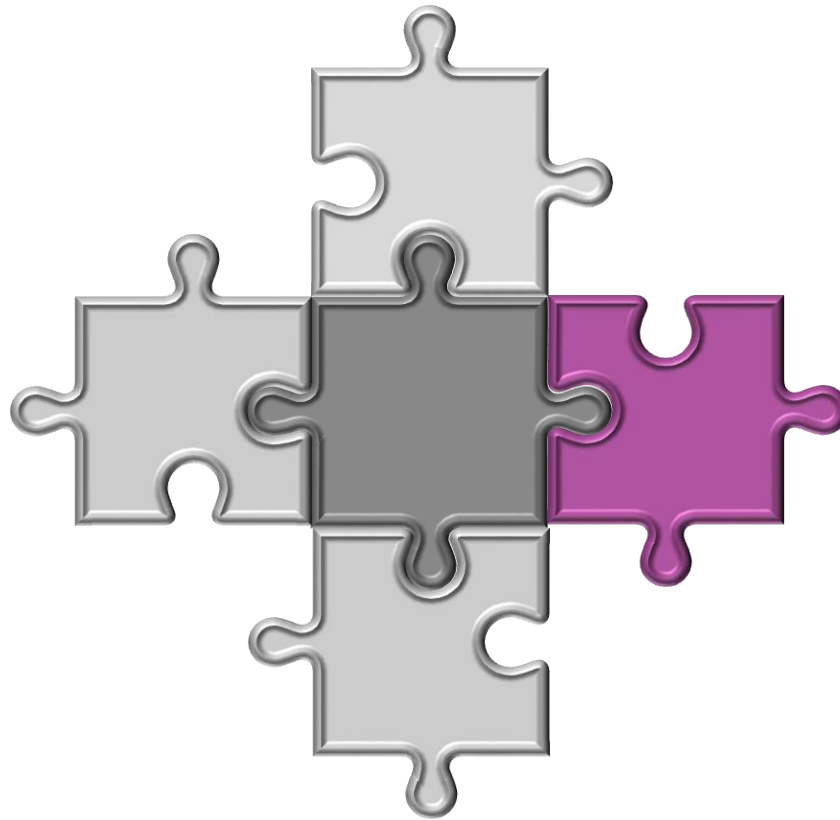


**Retention of
Active Records**

**Transfer of
Non-current Records**

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PRESERVATION OF PERMANENT RECORDS



2023 PAGBA by Ms. DONDONILLA of
NAP



2023 PAGBA by Ms. DONDONILLA of
NAP

281

Provincia

DE
Bataan

Pueblo

DE
Orani

SEÑAS GENERALES.

Edad *19 años*

Estatura *baja*

Pelo *negro*

Ojos *negros*

Nariz *regular*

Barba *ninguna*

Cara *obtusada*

Color *morena*

CABECERIA N.º 7.

CÉDULA PERSONAL.

Estanislao Alberto indio soltero

empadronado en la Cabecera del que suscribe, ha pagado el TRIBUTOS

SUS SERVICIOS PERSONALES) en el primer tercio del año de la fecha. *1879-80.*

Orani 10 de *Febrero* de *1880*

SEÑAS PARTICULARES.

Nariz lunaverte en la cara y cicatrices de viruela.

CALIFICACION.

Buena cont.

Talon n.º *34*



Agustin Aringay

pagó el segundo tercio hoy *10* de *Febrero* de *1880*.

Agustin Aringay



Vista clara y especifica de la poblacion de la villa de Tagabas incoada en 7 de Julio de 1894

Campaloe proxim-



V. B.
El Barrio
de Lucitan
[Signature]

Dibujado por Do Salomon
de Suma

S- 055



“Archivists makes it last longer”

- Anonymous

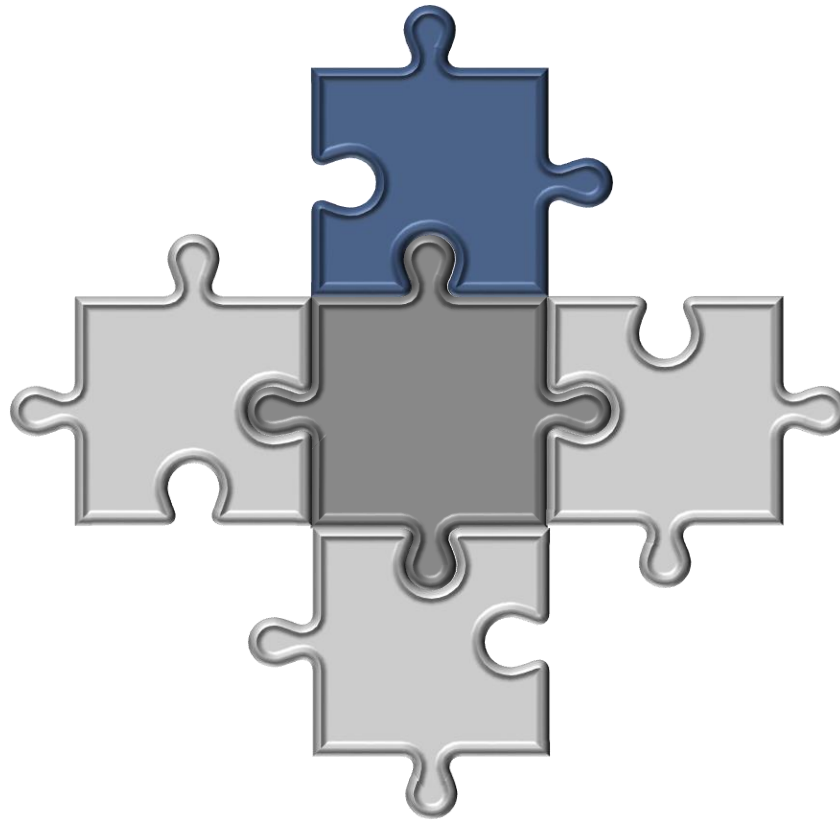


Preservation of Records



2023 PAGBA by Ms. DONDONILLA of
NAP

TRANSFER OF NON-CURRENT RECORDS



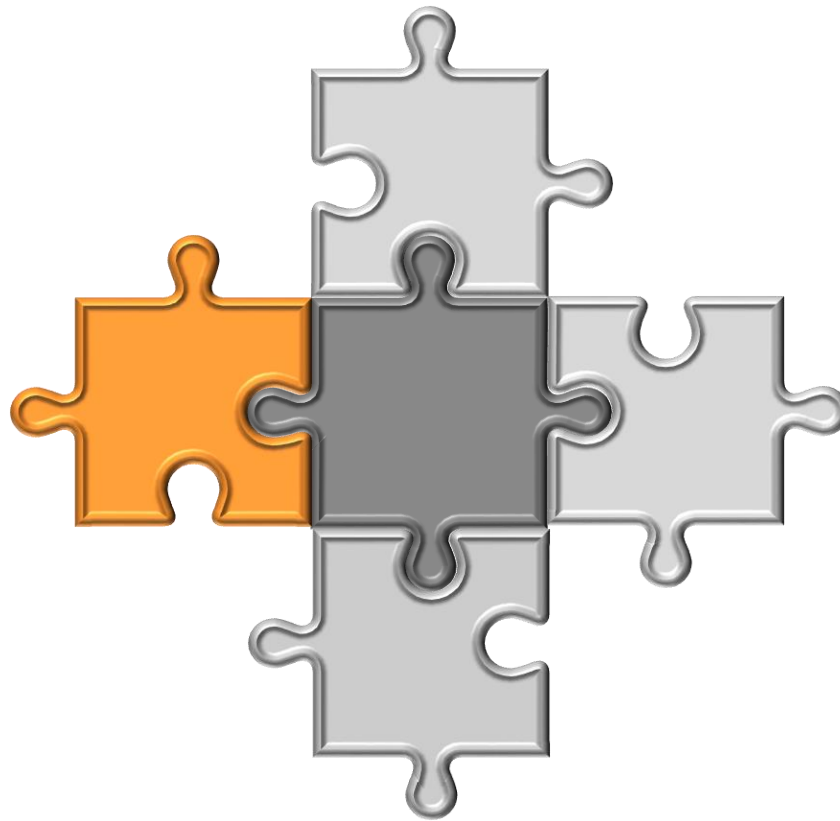
2023 PAGBA by Ms. DONDONILLA of
NAP

Transfer of Records



A **systematic movement** of non-current records from high cost office space and equipment into a low cost controlled storage area.

DISPOSAL OF VALUELESS RECORDS



2023 PAGBA by Ms. DONDONILLA of
NAP

Rule 30 Art. 46 IRR RA 9470; Disposal of Public Records

“**NO** government department, bureau, agency and instrumentality **shall dispose** of, destroy or **authorize** the **disposal** or destruction of any public records, which are in the custody or under its control **except** for the Executive Director of NAP

2023 PAGBA BY MS. DONDONILLA OF NAP



RECORDS DISPOSAL

- **act of removing valueless** records from existing agency files or storage areas and getting rid of them by **selling, burying** or **sale after shredding** or other ways of destroying them.

MODES OF DISPOSAL



2023 PAGBA by Ms. DONDONILLA of
NAP

MODES OF DISPOSAL



2023 PAGBA by Ms. DONDONILLA of
NAP

DISPOSAL PROCEDURES

STEP

1

Determination of valueless records for disposal

DISPOSAL PROCEDURES

Prepare NAP Form No. 3 –
Request for Authority to Dispose of Records

STEP

2

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupán ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME: ADDRESS:	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases. _____ Name and Signature of Agency Head or Duly Authorized Representative			

NAP Form No. 3

Request for Authority to Dispose of Records



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas
**REQUEST FOR AUTHORITY TO DISPOSE
OF RECORDS**

AGENCY NAME:

ADDRESS:

DATE:

TELEPHONE NUMBER:

EMAIL ADDRESS:

GRDS/
RDS ITEM
NO.

RECORD SERIES TITLE AND DESCRIPTION

PERIOD COVERED

RETENTION PERIOD
AND PROVISION/S
COMPLIED (if Any)

NATIONAL ARCHIVES OF THE PHILIPPINES

Paco, Manila

LOCATION OF RECORDS:

VOLUME IN CUBIC METER:

PREPARED BY: (Name & Signature)

POSITION:

CERTIFIED AND APPROVED BY:

This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

Name and Signature of Agency Head
or Duly Authorized Representative



<p>NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i></p> <p>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</p>	<p>AGENCY NAME:</p>
	<p>ADDRESS:</p>

<p>DATE:</p>	<p>TELEPHONE NUMBER:</p>	<p>EMAIL ADDRESS:</p>
--------------	--------------------------	-----------------------

GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (if Any)
	8521-3034		ab@cde.com

Aug. 30, 2023

<p>LOCATION OF RECORDS:</p>	<p>VOLUME IN CUBIC METER:</p>
-----------------------------	-------------------------------

<p>PREPARED BY: (Name & Signature)</p>	<p>POSITION:</p>
--	------------------

CERTIFIED AND APPROVED BY:

This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

Name and Signature of Agency Head
or Duly Authorized Representative



NAP

General Records Disposition Schedule (GRDS)

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinuapan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE
common to all Government Agencies
Series 2009

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	<u>ADMINISTRATIVE and MANAGEMENT RECORDS</u>	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for reference
3	Calendars/Schedules of Activities or Events	1 year
4	Certificates of Appearance/Clearances	1 year
5	Certifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances Issued by or for the head of agency documenting policies/functions/ programs of the agency	PERMANENT
	Issued by or for the head of agency reflecting routinary information or instruction	2 years after superseded
14	Lists Associations Committees Cooperatives	1 year after updated



DISPOSAL PROCEDURES

CORRESPONDENCES (ROUTINE) – 2 years after acted upon

**Previous year
– retention period
= Latest year disposable**

2022 – 2 years = 2020 below are disposable

2000 - 2020 2021 - present

DISPOSABLE

NOT DISPOSABLE



NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS	AGENCY NAME:
	ADDRESS:

DATE:	TELEPHONE NUMBER:	EMAIL ADDRESS:
-------	-------------------	----------------

GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)

7 CORRESPONDENCES 2000 – 2020 2 years, acted upon ROUTINE

LOCATION OF RECORDS:	VOLUME IN CUBIC METER:
----------------------	------------------------

PREPARED BY: (Name & Signature)	POSITION:
---------------------------------	-----------

CERTIFIED AND APPROVED BY:

This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

Name and Signature of Agency Head
or Duly Authorized Representative



ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
91	Vouchers, including Bills, Invoices & Other Supporting Documents Disbursements Journals Petty Cash Reimbursement Expense Receipts Travelling Expenses	10 years provided post-audited, finally settled and not involved in any case for COA & Accounting Office/Department/Division/Section/Unit. All other copies dispose after 1 year.
92	Withholding Tax Certificates	4 years after superseded
	<u>HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS</u>	
93	Annual Summary Reports for Replacement Program for Non-Eligibles	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability Retirement/Resignation	1 year 1 year after recorded in the leave cards 5 years after separated/retired 1 year
95	Attendance Monitoring Sheets	1 year
96	Authorities/Requests to Create or Fill Vacant Positions	2 years after vacant positions had been filled up
97	Certifications Employment Residency Service Others	1 year
98	Comparative Data Matrix of Employees	2 years
99	Daily Time Records	1 year after data had been posted in leave cards and post-audited
100	Employee Interview Records	1 year
101	Handwriting Specimens/Signature	PERMANENT
102	Job Order Employment Contracts	5 years after terminated
103	Leave Credit Cards	15 years after separated/retired
104	Lists of Eligibles/Non-Eligibles	1 year after updated
105	Logbooks Arrival & Departure of Employees Attendance Clearances Issued	2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card 2 years after date of last entry

NAP General Records Disposition Schedule (GRDS)

2023 PAGBA by Ms. DONDONILLA of
NAP



DISPOSAL PROCEDURES

VOUCHERS – 10 years provided post-audited, finally settled

**Previous year
– retention period
= Latest year disposable**

2022 – 10 years = 2012 below are disposable

2000 - 2012 2013 - present

DISPOSABLE

NOT DISPOSABLE



NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ Name and Signature of Agency Head or Duly Authorized Representative			

91 VOUCHERS

**2000 – 2012 10 years,
post-audited,
finally settled**



NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (<i>if Any</i>)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ Name and Signature of Agency Head or Duly Authorized Representative			

Storage Area/ABC Warehouse/Ground Floor

5.0 m3

Juan Dela Cruz

Administrative Officer




NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISIONS COMPLIED <i>(if Any)</i>
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY:			
This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ Name and Signature of Agency Head or Duty Authorized Representative			

This is to certify that the above-mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

Pedro Makatao
Executive Director



NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME: NATIONAL ARCHIVES OF THE PHILIPPINES	
		ADDRESS: Paco, Manila	
DATE: August 30, 2023		TELEPHONE NUMBER: 8521-3034	EMAIL ADDRESS: abc@def.com
GRDS/RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
7	COMMUNICATIONS (ROUTINE)	2000-2020	2 years, acted upon
91	VOUCHERS	2000-2012	10 years, post-audited, finally Settled
LOCATION OF RECORDS: Warehouse		VOLUME IN CUBIC METER: Approximately 1.0 cu. m.	
PREPARED BY: (Name & Signature)  Juan Dela Cruz		POSITION: Administrative Officer	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
MARIETTA R. CHOU Deputy Executive Director <hr/> Name and Signature of Agency Head or Duty Authorized Representative			

Sample: Accomplished Form No. 3



DISPOSAL PROCEDURES

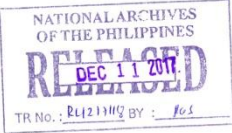
STEP

3

Evaluation of Request for
Disposal



114

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> RECORDS MANAGEMENT ANALYSIS REPORT		1. AGENCY NAME: PHILIPPINE ORTHOPEDIC CENTER
		2. ADDRESS: Ma. Clara cor. Banawe Sts., Quezon City
3. LOCATION OF RECORDS: Stockroom 3 rd Floor	4. TOTAL VOLUME IN CUBIC METERS: approximately 14.112 cu. m.	
5. BASIS OF APPRAISAL: Philippine Orthopedic Center RDS Approved on January 23, 2009 and NAP GRDS Series of 2009		
6. FINDINGS AND RECOMMENDATIONS: <p><i>Note: The requests were modified by the owning agency thru Mr. Jeffrey Tilar, OIC-HIMS and Mr. Leoncio P. Adriano, Administrative Aide VI last December 4, 2017. Mr. Adriano also clarified that the requested X-ray films are without court case, thru phone conversation with the undersigned on December 8, 2017.</i></p> <p>I. RECORDS FOR RETENTION:</p> <p>X-ray films covering the period 2012 should be segregated and retained for further safekeeping for they have not yet reached their prescribed retention period of five (5) years.</p> <p>II. RECORDS FOR DISPOSAL:</p> <p>All other records not mentioned above were found valueless and disposable since they have already reached their respective prescribed retention periods, provided specific provisions attached to them had been complied.</p> <p>Since the agency through Mr. Jose Brittanio S. Pujalte, Jr. M.D., MHA, CESE, Medical Center Chief II, certified that all records indicated in the request are no longer needed and are not involved nor connected in any administrative or judicial cases, disposal by way of SALE is hereby recommended for records found valueless and disposable (See requests for findings II).</p>		
		
EVALUATED BY: EHXIA R. DONDONILLA	POSITION: Records Management Analyst II	DATE: December 8, 2017
NOTED BY: ELIZABETH B. EJE	POSITION: OIC, RMSD	DATE: Dec. 11, 2017

Sample: Evaluation Report



DISPOSAL PROCEDURES

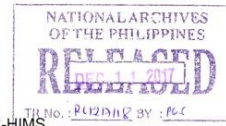
Issuance of Authority to
Dispose Records

STEP

4

 NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> AUTHORITY TO DISPOSE OF RECORDS	AUTHORITY NO.: A-2017-1114	DATE: December 11, 2017
	MODE OF DISPOSAL: SALE	

JOSE BRITTANIO S. PUJALTE JR., MD, MHA, CESE
 Medical Center Chief II
 Philippine Orthopedic Center



Attention: **JEFFREY B. TILAR**
 Administrative Officer V/OIC-HIMS

Sir:

Except for records which are to be retained, your request for authority to dispose of valueless records received by this office on October 19, 2017 has been approved in compliance with Rule 31, Article 47c-d of the Implementing Rules and Regulations of Republic Act No. 9470 (Please consult the attached Analysis Report for records to be retained). The disposal of records shall be witnessed by:

1. The authorized representative of this Office who shall accomplish the Certificate of Disposal of Records (NAP Form No. 6) in two (2) copies and;
2. The authorized representative from the Commission on Audit and;
3. The Agency's duly authorized representative.

All the aforementioned witnesses shall sign and keep a copy of the Certificate of Disposal of Records upon actual disposal for reference and documentation.

VICTORINO MAPA MANALO, C.E.S.E.
 Executive Director

By: 
MARIETTA R. CHOU
 Deputy Executive Director *g. 12/11*

Encl: NAP Form No. 4- Records Management Analysis Report

Velco Centre Building RS OCA & AC Delgado Streets, Port Area, Manila
 521-30-34/ 521-68-30/ 522-8418
 nationalarchives@nationalarchives.gov.ph
www.nationalarchives.gov.ph

Sample: Authority to Dispose of Records



DISPOSAL PROCEDURES

STEP

5

Notification of Approval
of Request





NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinuapan ng Pilipinas

December 11, 2017

JOSE BRITTANIO S. PUJALTE JR., MD, MHA, CESE
Medical Center Chief II
Philippine Orthopedic Center
Ma. Clara cor. Banawe Sts., Quezon City



Attention: JEFFREY B. TILAR
Administrative Officer V/OIC-HIMS

Sir:

The actual disposal of your valueless records shall strictly follow the applicable rules and regulations of NAP General Circular No. 2 (Guidelines on the Disposal of Valueless Records in Government Agencies) dated January 20, 2009. Attached is a copy of the RMA Report for records to be **segregated and retained**.

This serves only as your **notification** of the approval of your request dated September 11 & 26, 2017 which has been issued Authority No. A-2017-1114 which covers only records approved for disposal in the attached RMA report, with the mode of disposal being: **Sale**.

Meanwhile, **you are reminded that you may not dispose of your valueless records** unless the actual disposal is witnessed by representatives of NAP, COA and your agency. Your agency Records Officer and/or Custodian or its equivalent position shall be responsible for the safekeeping of records until the actual disposal.

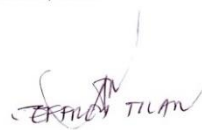
Please conduct bidding for the sale of said records and forward to us your notarized contract. However, should you decide not to conduct bidding, you can avail the services of NAP's official buyer, D' Lacoste Enterprise with Telephone Nos. 493-1964 / 404-3541, Mobile Nos. 0917-599-5556 / 0999-9954-583. NAP shall schedule the actual disposal upon receipt of either your contract or letter of availment.

We can be reached at 3/F Juan Luna Bldg., Juan Luna cor. Muella de la Industria Sts., Binondo, Manila with Telephone No. (02) 521-3034 for any clarification and schedule of actual disposal.

Very truly yours,


ELIZABETH B. EJE
OIC, Records Management Services Division

3/F Juan Luna Bldg., Juan Luna cor. Muella de la Industria Sts., Binondo, Manila
521-30-34/ 521-68-30/ 522-8418
nationalarchives@nationalarchives.gov.ph
www.nationalarchives.gov.ph


JEFFREY B. TILAR

Sample: Notification of Approval



DISPOSAL PROCEDURES

Segregation and Custody
Of Valueless Records

STEP

6

DISPOSAL PROCEDURES

STEP

7

Actual Disposal

Witnesses (a) **Agency** (b) **COA** (c) **NAP**

DISPOSAL PROCEDURES

STEP

8

Proceeds of Sale

DISPOSAL PROCEDURES

Issuance of Certificate
of Disposal

STEP

9

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> CERTIFICATE OF DISPOSAL OF RECORDS		1. AGENCY NAME: PHILIPPINE ORTHOPEDIC CENTER	
		2. ADDRESS: Ma. Clara cor. Banawe Sts., Quezon City	
3. LOCATION OF RECORDS: Stockroom 3 rd Floor		4. CONTROL NO.: (Date & Authority No.) A-2017-1114 dated December 11, 2017	
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. PERIOD COVERED	
(1)	<i>For request prepared by Mr. Jenerlito R. Casaje</i> X-RAY FILMS Envelopes	2011	
99	<i>For request prepared by Ms. Joyce Dela Llarte</i> DAILY TIME RECORDS	2002-2013	
122	STATEMENT OF ASSETS AND LIABILITIES	1999-2005	
111	PERSONAL DATA SHEET	2005-2011	
95	ATTENDANCE MONITORING	1998-2001	
16	MINUTES OF THE MEETING (STAFF)	2005	
156	<i>For request prepared by Ms. Julita S. Matias</i> REQUISITION AND ISSUE SLIPS	2011-2015	
54	<i>For request prepared by Ms. Virginia A. Acharon</i> BILLS	2001-2006	
152(156)	<i>For request prepared by Ms. Mary Grace A. Cruz</i> REQUISITION AND ISSUE SLIPS	2009-2015	
148	JOB ORDER	1997-2015	
140	STOCK CARDS	2000-2013	
138	BIDS AND AWARDS COMMITTEE FILES	2004-2011	
1	<i>For request prepared by Mr. Jeffrey B. Tilar</i> EMERGENCY ROOM RECORDS	1989-1991	
4	IN-PATIENT MEDICAL RECORDS	1999	
8	OUT-PATIENT MEDICAL RECORDS	2004-2006	
140	<i>For request prepared by Mr. Herminigildo E. Regalla III</i> STOCK CARDS	1999-2009	
161	SUPPLIES LEDGER CARD	1999-2009	
150	MONTHLY REPORT OF SUPPLIES AND MATERIALS ISSUED	2000-2012	
***** Nothing Follows *****			
Note: All provisions had been complied. <i>N</i>			
8. TOTAL VOLUME IN CUBIC METERS: A) 7.744 B) 14.743 C) 4.0684 D) 22.564		9. TOTAL WEIGHT IN KILOS: A) 3,820 B) 7.50 - 24,100 - C) 9,055 D) 3.45 = 24,642.50 E) 1,153 F) 32.10 = 46,044.20 G) 11,988	
11. MODE: <input checked="" type="checkbox"/> Sale <input type="checkbox"/> Sale After Shredding <input type="checkbox"/> Land Fill <input type="checkbox"/> Others-Specify _____		10. AMOUNT PAID: ₱ 98,886.80	
12. PLACE: Ma. Clara cor. Banawe Sts. Quezon City		13. OFFICIAL RECEIPT NO. & DATE OF PAYMENT 941247 / DEC. 14, 2017 941248 / DEC. 14, 2017	
14. DATE: December 14, 2017		15. BUYER: <i>Antonio T. Arceo, Jr.</i> ANTONIO T. ARCEO, JR. LEXTON TRADING	
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATL. ARCHIVES OF THE PHILIPPINES: <i>Ehxia R. Dondonilla</i> EHXIA R. DONDONILLA Records Management Analyst II		COMMISSION ON AUDIT: <i>Mal Teresa S. Tan</i> MAL TERESA S. TAN State Auditor III	
		REQUESTING/OWNING AGENCY: <i>Jeffrey B. Tilar</i> JEFFREY B. TILAR Administrative Officer V / OIC-HIMS	

Sample: Certificate of Disposal



DISPOSAL OF DAMAGED PUBLIC RECORDS

NAP General Circular 2 Rule 13

Requirements:

- Official report
Non-usability and extent of damage
Information on what other agency records can data be found
- Photo documentation
- Request for Authority to Dispose (NAP Form No.3)
- COA Certification
- Conduct of Inspection (RMSD, APD)



Damaged records by typhoon **Yolanda**



POINTS TO BE EMPHASIZED

1. Disposition of Records is **not only** Disposal of Records
2. Agency RDS and NAP GRDS are **Legal Bases** for disposition of public records
3. **Establish** or **update** your RDS by **inventorying** your record holdings
4. RDP should be **implemented** by every government agency
5. Creation / reconstitution of **RMIC** is important for a successful RDP



POINTS TO BE EMPHASIZED

6. **All** government agencies are covered by RA 9470
7. An **Authority** to Dispose Records shall be **issued** by NAP. These are necessary for **check** and **balance**.
8. **Damaged public records** needs to be **requested** for an issuance of Authority to Dispose by NAP

**“The preservers of history are as heroic
as its makers”**

- Pat Neff





THANK YOU !!!

Ehxia R. Dondonilla

0967-221-8828

(02)8521-3034

edondonilla@nationalarchives.gov.ph