

# **RECORDS DISPOSITION ADMINISTRATION**



**EHXIA R. DONDONILLA**

# OUTLINE

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

# PROBLEMS ENCOUNTERED



# PROBLEMS ENCOUNTERED





# PROBLEMS ENCOUNTERED



# RECORDS

Any *recorded information or data*, regardless of medium or characteristic, *made or received* by an agency, in connection with its *functions*, operations and transactions; preserved as *evidence* of its content value.

# 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 \_\_\_\_\_ Official hours for arrival and departure \_\_\_\_\_ Regular days \_\_\_\_\_ Saturdays \_\_\_\_\_

Day	A.M.		P.M.		Overtime	
	Arrival	Depart.	Arrival	Depart.	Hours	Min.
1						
2						
3						
4						
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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, INITIALS, PREFIX, SUFFIX, ALIEN REGISTRATION NO. (if applicable)

2. SEX:  Male  Female

3. DATE OF BIRTH: \_\_\_\_\_

4. OCCUPATION: \_\_\_\_\_

5. RESIDENCE: \_\_\_\_\_

6. MARITAL STATUS:  Single  Married  Widowed  Divorced  Other, specify \_\_\_\_\_

7. TELEPHONE NO.: \_\_\_\_\_

8. ADDRESS: \_\_\_\_\_

9. MAILING ADDRESS: \_\_\_\_\_

10. EDUCATIONAL BACKGROUND: \_\_\_\_\_

11. NATIONAL ID NO.: \_\_\_\_\_

12. CIVIL SERVICE REGISTRATION NO.: \_\_\_\_\_

13. DATE OF REGISTRATION: \_\_\_\_\_

14. DATE OF EXPIRATION: \_\_\_\_\_

15. DATE OF RENEWAL: \_\_\_\_\_

16. DATE OF CANCELLATION: \_\_\_\_\_

17. DATE OF REINSTATEMENT: \_\_\_\_\_

18. DATE OF RE-EVALUATION: \_\_\_\_\_

19. DATE OF RE-ENTRY: \_\_\_\_\_

20. DATE OF DEPORTATION: \_\_\_\_\_

21. DATE OF RE-ENTRY: \_\_\_\_\_

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96. DATE OF RE-EVALUATION: \_\_\_\_\_

97. DATE OF RE-ENTRY: \_\_\_\_\_

98. DATE OF RE-EVALUATION: \_\_\_\_\_

99. DATE OF RE-ENTRY: \_\_\_\_\_

100. DATE OF RE-EVALUATION: \_\_\_\_\_



# 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**

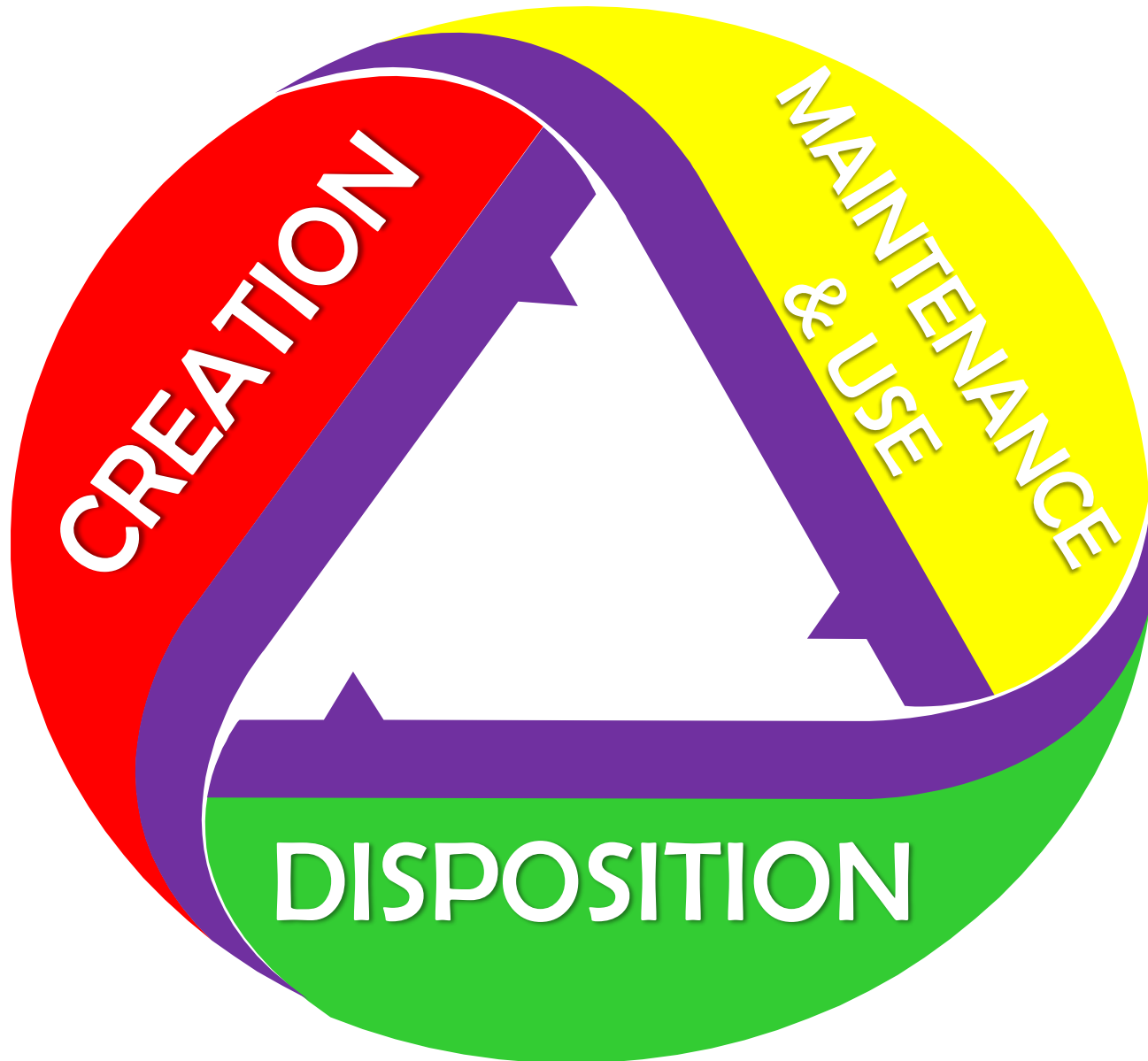
SIGNATURE OF LICENSEE

THIS IS JUST A SAMPLE





# RECORDS MANAGEMENT CHAIN



# 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
- Destruction of Records

*Preservation of  
Permanent records*

*Destruction of  
Valueless records*

*Retirement of  
temporary  
Non-current records*

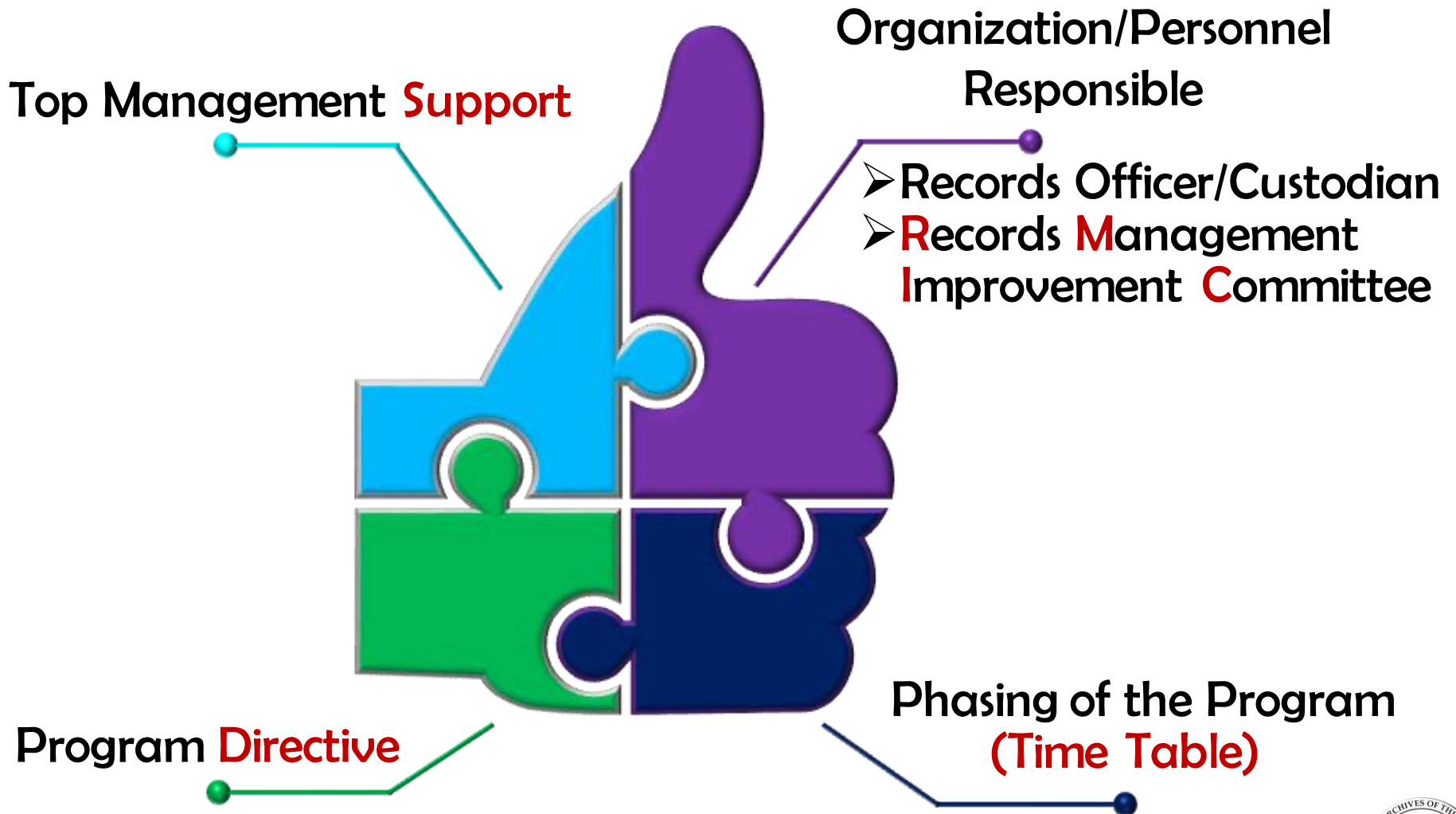
*Retention of  
Active records*

**OBJECTIVES OF A RDP**







# REQUISITES OF A SUCCESSFUL RDP



# Example of Directive to form RMIC



Office of the President  
**Philippine Information Agency**  
*Ahensiyang Pang-impormasyon ng Pilipinas*



1 September 2022

**SPECIAL ORDER NO. 136**  
*Series of 2022*

NATIONAL ARCHIVES OF THE PHILIPPINES  
**RECEIVED**  
DATE: 11/17/22  
TR NO. AC 221165 BY: J


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


Chairperson	:	Chief, Finance and Administrative Division
Vice Chair	:	Chief, Accounting Section
Secretary	:	Chief, Records Section
Members	:	Chief, Special Production Division Chief, Special Operations Division Chief, Planning Division


The Committee shall perform the following functions:

1. Formulate policies for effective, efficient, and economical implementation of the Records Disposition 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 that are of continuing value and requiring 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 Records Disposition Schedule subject to the approval of the National Archives of the Philippines;
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;




Bureau of Communications Services  
310 San Rafael St., San Miguel, Manila 1005  
Tel. No. +63 2 8734 2120 | www.bcs.gov.ph






Office of the President  
**Philippine Information Agency**  
*Ahensiyang Pang-impormasyon ng Pilipinas*




8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining to thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
10. Established a depository space/area for the storage of records that are no longer needed by the agency but 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 in their respective sections; and also recommend to the RMIC the retention period inherent in their respective sections.


For compliance.



*Eileen Cruz-David*  
**EILEEN CRUZ-DAVID**  
Officer-in-Charge



Bureau of Communications Services  
310 San Rafael St., San Miguel, Manila 1005  
Tel. No. +63 2 8734 2120 | www.bcs.gov.ph





# 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;***”







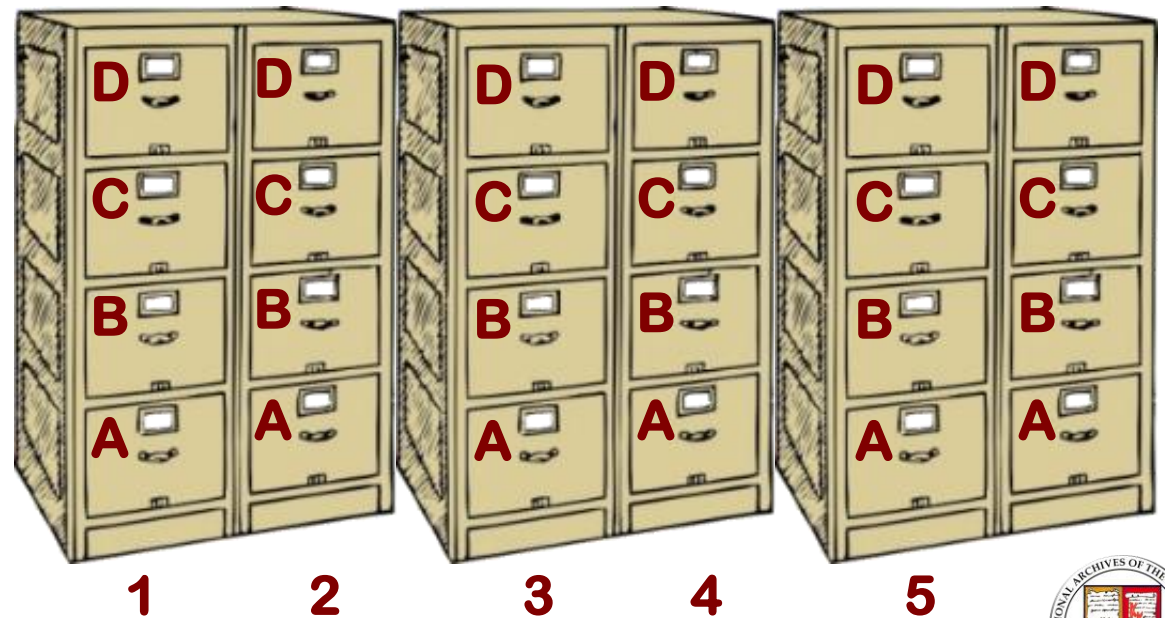
**Descriptive listing** of the records holdings of an agency. It is usually done by **records series**.

# 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.

# OBJECTIVES OF RECORDS INVENTORY

To identify and **locate**  
the records series





# OBJECTIVES OF RECORDS INVENTORY

To determine the **age**  
of the records



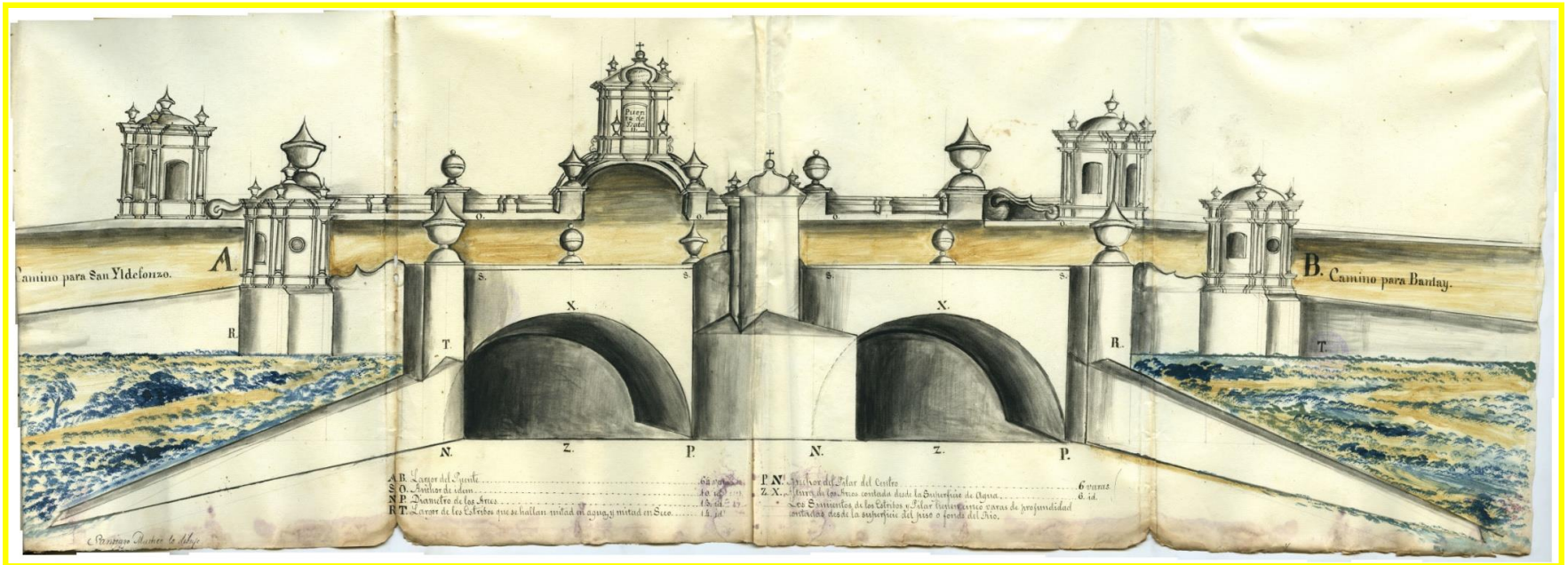


# OBJECTIVES OF RECORDS INVENTORY

To find out the **present** and **future needs** of the agency in terms of filing equipment, floor space and records personnel

# We inventory to locate:

## UNUSUAL RECORDS



# IMPORTANCE OF RECORDS INVENTORY

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

# IMPORTANCE OF RECORDS INVENTORY

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

# IMPORTANCE OF RECORDS INVENTORY

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



# IMPORTANCE OF RECORDS INVENTORY

## Disaster Preparedness

# IMPORTANCE OF RECORDS INVENTORY

**Heritage Resources** (documents) can be used as material for tourism guides, inspiration of product designs and teaching modules











# QUALITIES OF RECORDS INVENTORY

It must cover **all** records

It must cover the **entire agency** or organization

It must be **clear** with respect to both records **description** and **disposition instruction**

# 3 Basic Methods of Taking Inventory

By Questionnaire

1

# 3 Basic Methods of Taking Inventory

By Consultation

2

# 3 Basic Methods of Taking Inventory

3

By Physical Inventory



# NAP FORM NO. 1

## RECORDS INVENTORY AND APPRAISAL

NAP Records Inventory and Appraisal Form  
2024

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>  <b>RECORDS INVENTORY AND APPRAISAL</b>			1. NAME OF OFFICE:				2. DEPARTMENT/DIVISION:			4. TELEPHONE NO.:			
			6. ADDRESS:				3. SECTION/UNIT:			5. EMAIL ADDRESS.:			
7. PERSON-IN-CHARGE OF FILES:				8. DATE PREPARED:									
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTIONS	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	17. TIME VALUE (T/P)	18. UTILITY VALUE Adm/F/L/Arc	19. RETENTION PERIOD			20. DISPOSITION PROVISION
										Active	Storage	Total	

**LEGEND:**

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

PREPARED BY:

\_\_\_\_\_ Name and Position

ASSISTED BY:

\_\_\_\_\_ NAP Records Management Analyst

APPROVED BY:

\_\_\_\_\_ Chief of the Division/Department





# RESTRICTIONS

*Memorandum Circular No. 78, s. 1964*

## **PROMULGATING RULES GOVERNING SECURITY OF CLASSIFIED MATTER IN GOVERNMENT OFFICES.**

“SECURITY OF CLASSIFIED MATTER IN GOVERNMENT DEPARTMENTS AND INSTRUMENTALITIES”

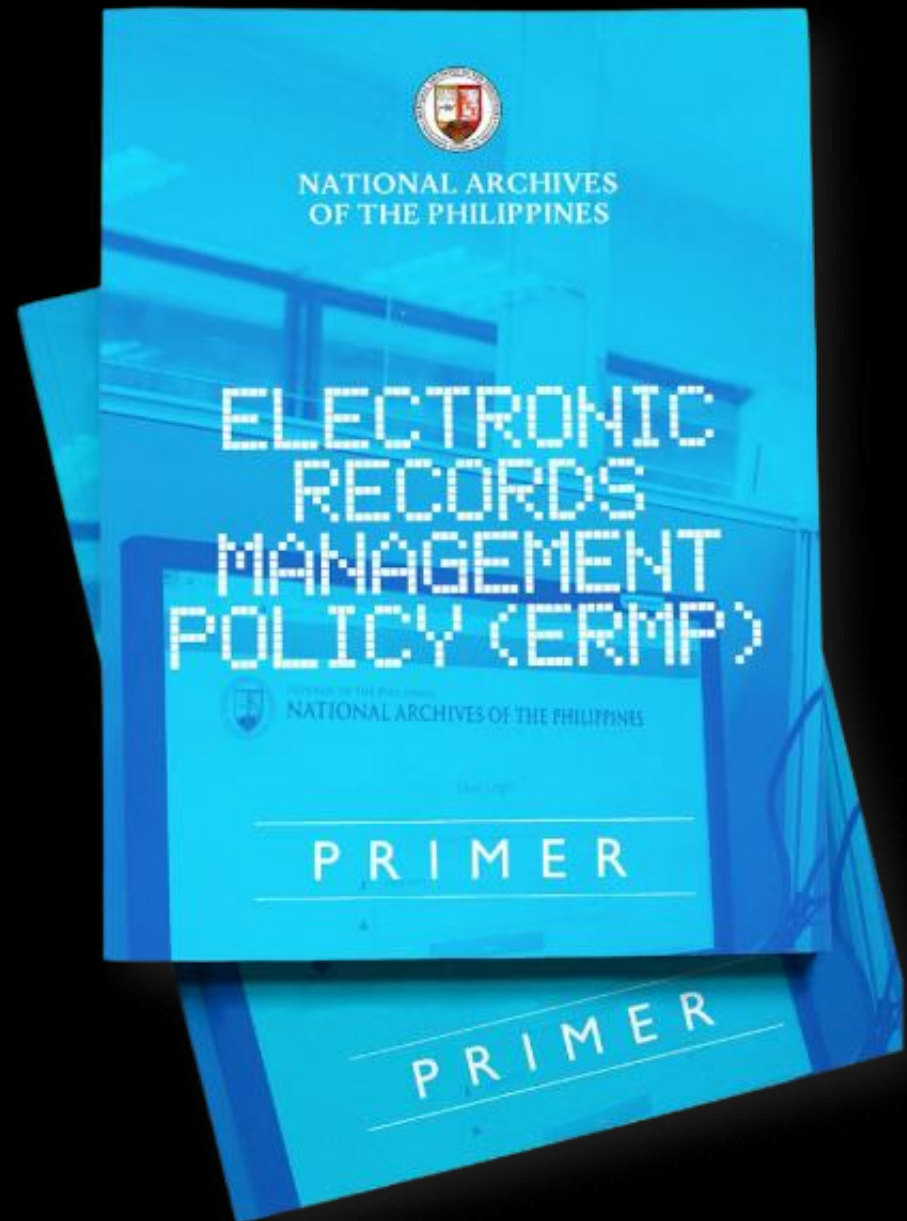
- for safeguarding official matters affecting the national security, to be enforced and observed in all departments, bureaus, offices and agencies of the government in all national, provincial, municipal and city levels, are hereby promulgated



- **Top Secret**
- **Secret**
- **Confidential**
- **Restricted**
- **Open Access**

*Memorandum Circular  
No. 2104-01*

**ELECTRONIC RECORDS  
MANAGEMENT POLICY**



# ACTIVITIES OF RDP

1. Records Inventory
2. Appraisal of Records



# RECORDS APPRAISAL

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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

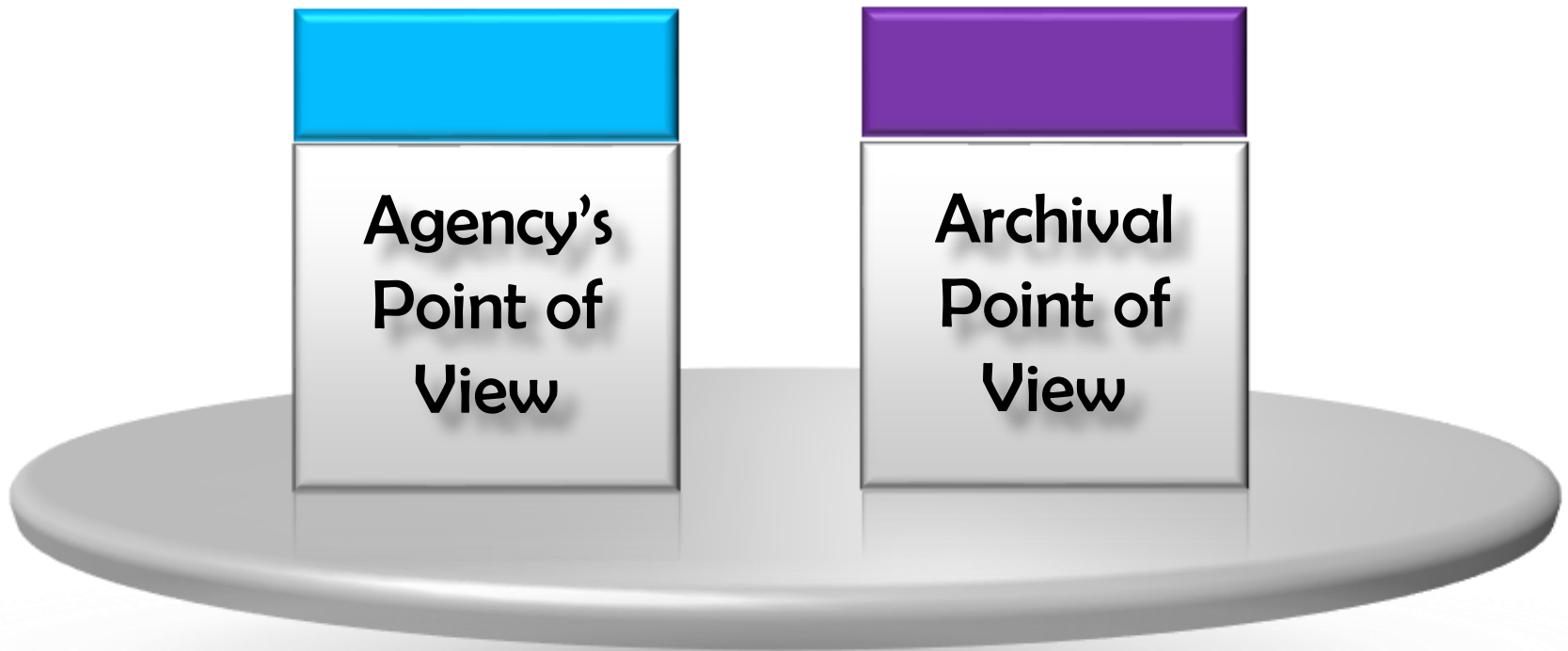
To establish a **reasonable** and **acceptable retention period** for various types of records

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





# APPRAISAL OF RECORDS INTO 2 CATEGORIES



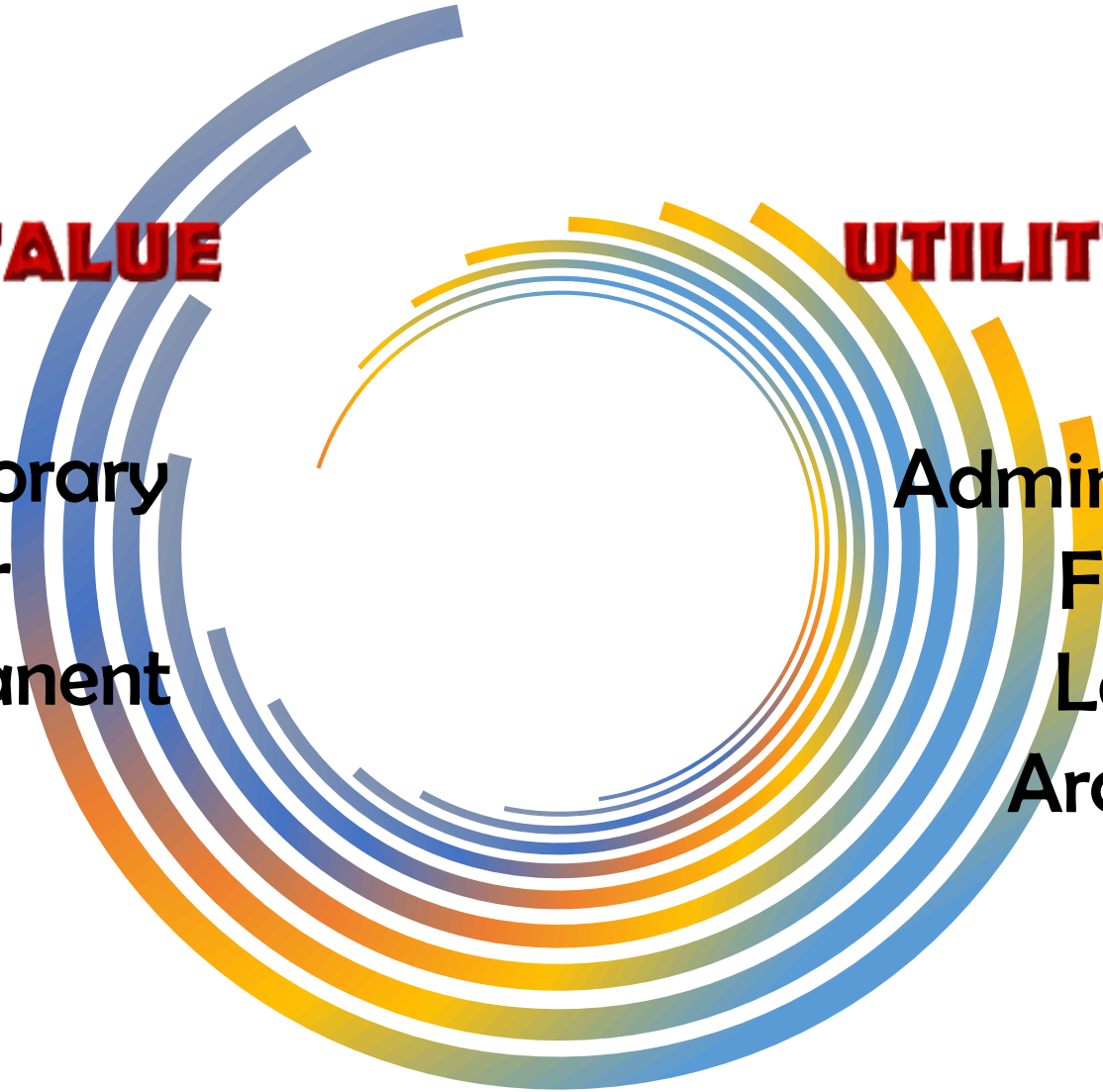
# BASIC CONSIDERATIONS APPRAISAL OF RECORDS

**TIME VALUE**

Temporary  
or  
Permanent

**UTILITY VALUE**

Administrative  
Fiscal  
Legal  
Archival



# ACTIVITIES OF RDP

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





# RETENTION PERIOD

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- **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.





# EXAMPLES

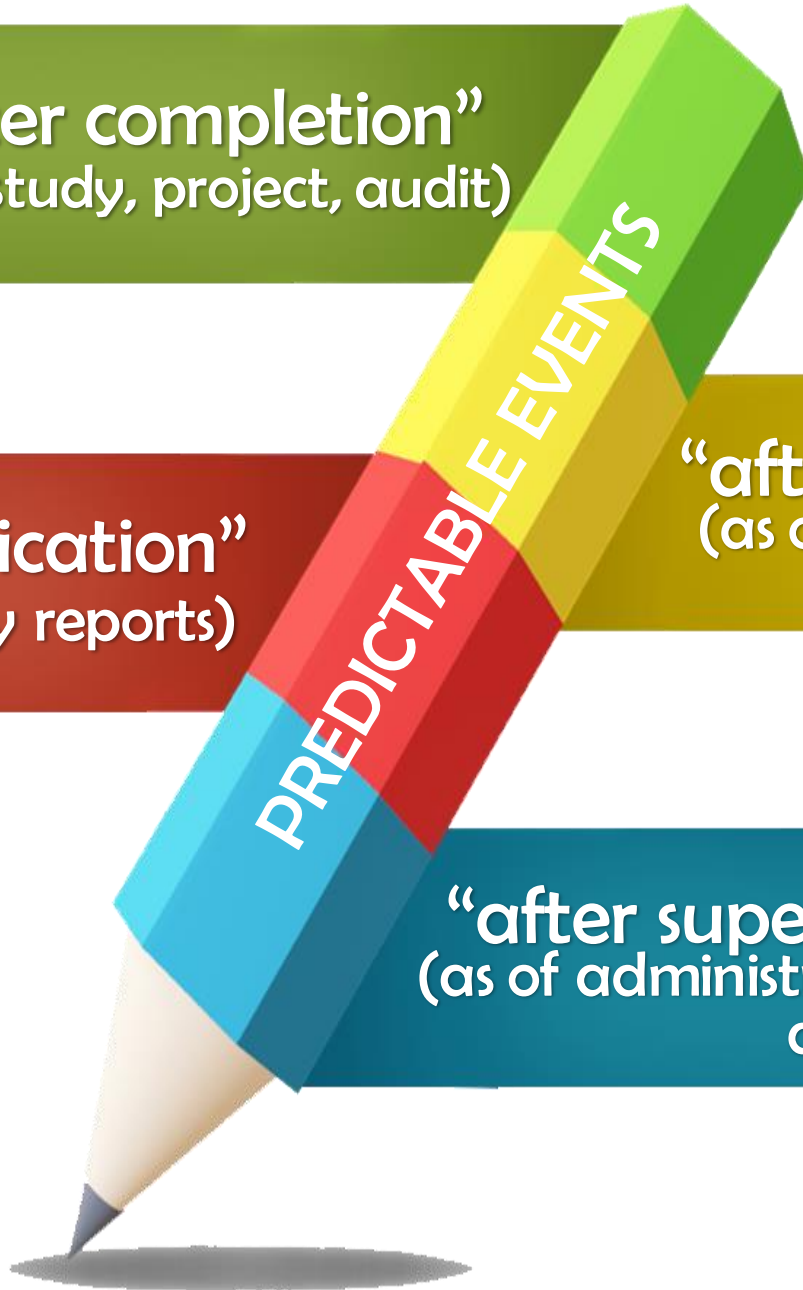
“after completion”  
(as of a study, project, audit)

“after publication”  
(as of monthly reports)

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

“after superseded”  
(as of administrative  
directive)

PREDICTABLE EVENTS



# 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.

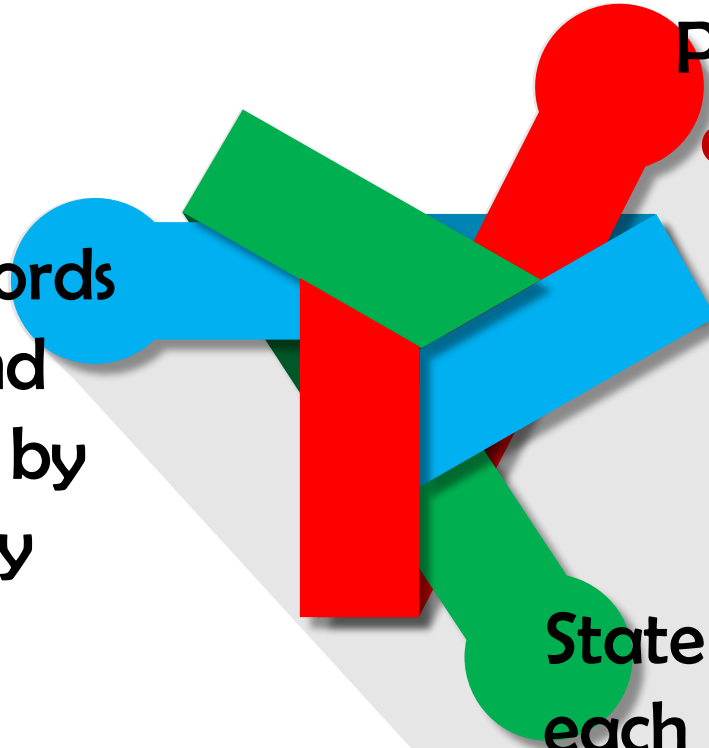


# A RECORDS DISPOSITION SCHEDULE Should:

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

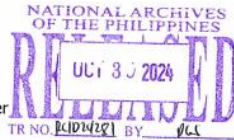


NATIONAL ARCHIVES OF THE PHILIPPINES  
Pambansang Sinuapan ng Pilipinas



30 October 2024

**IGNACIA G. FAJARDO, MD, FPAFP, MGM-ESP**  
IOC - Medical Center Chief II  
Las Piñas General Hospital and Satellite Trauma Center



Attention: **MARY ANN B. ALINDOGAN, MD, FPPS, MMHoA**  
OIC – Chief Medical Professional Staff II

**MARK JEFFERSON G. REYES**  
Statistician II

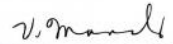
Dear Dr. Fajardo:

From the National Archives of the Philippines (NAP), Mabuhay!

We are returning a copy of your approved Records Disposition Schedule. Please reproduce and disseminate to all action units for their guidance in the disposition of records. Kindly acknowledge receipt hereof.

Thank you for your interest in bringing about an effective, efficient, and economical records management program.

Very truly yours,


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

1765 Paz M. Guazon Street, Paco, Manila 1007  
Tel. No. 8708-8729; 8642-9677; 8521-6830; 8521-3034  
e-mail: nationalarchives@nationalarchives.gov.ph  
www.nationalarchives.gov.ph



NAP Form No. 2  
2008

9. Prepared by:

  
**MARK JEFFERSON G. REYES**  
Statistician II

11. Recommending Approval:

  
**MARY ANN B. ALINDOGAN, MD, FPPS, MMHoA**  
OIC-Chief Medical Professional Staff II

10. Assisted by:

  
**EHXIA R. DONDONILLA**  
Senior Records Management Analyst II

12. Approved:

  
**IGNACIA G. FAJARDO, MD, FPAFP, MGM-ESP**  
OIC-Medical Center Chief II


  
**MA. PATRICIA C. SULIBA**  
Records Management Analyst I

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

NATIONAL ARCHIVES OF THE PHILIPPINES  
**RECEIVED**  
DATE: 16 SEP 2022  
TR NO. 112409102 BY: J

  
**ELIZABETH B. EJE**  
Chairman  
Records Management Evaluation Committee  
Date

APPROVED:

  
**VICTORINO MAPA MANALO, CESE**  
Executive Director  
Date



# 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



# NAP General Records Disposition Schedule (GRDS)

 NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Arsipang ng Pilipinas GENERAL RECORDS DISPOSITION SCHEDULE Common to all Government Agencies Series of 2023		
ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
<b>ADMINISTRATIVE AND MANAGEMENT RECORDS</b>		
1	ACKNOWLEDGEMENT RECEIPTS	1 year
2	ANTI-RED TAPE AUTHORITY (ARTA) RECORDS	2 years after superseded
3	BROCHURES / LEAFLETS / PAMPHLETS (ABOUT OR BY THE AGENCY)	1 year provided 1 copy is retained for reference
4	CALENDARS / SCHEDULES OF ACTIVITIES OR EVENTS	1 year
5	CERTIFICATES Appearance Disposal of Valueless Records with Supporting Documents Travel Completed	1 year PERMANENT 1 year
6	CERTIFICATIONS	1 year
7	CHARTS Functional Organizational	PERMANENT
8	CORRESPONDENCE Non - Routine  Routine	To be filed with appropriate record series and should follow the retention period in which records are attached 2 years after acted upon
9	CUSTOMER FEEDBACK SURVEYS	1 year after evaluated
10	DIRECTORIES OF EMPLOYEES / OFFICIALS	2 years after updated
11	ENDORSEMENTS	6 months or to be filed with appropriate records series
12	FEASIBILITY STUDIES	Permanent if implemented, otherwise dispose after 5 years from date of record
13	FREEDOM OF INFORMATION FILES Appeals Manual  Report Request	2 years after acted upon / settled PERMANENT, other copies can be disposed of 2 years after revised / superseded 1 year after incorporated in the Annual Report 1 year after acted upon
14	GATE PASSES	6 months
15	HEALTH DECLARATION / CONTACT TRACING	3 months after evaluated
16	INQUIRIES	2 years after acted upon
17	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION FILES Documented Information Maintained Code of Practice / Procedure  Forms Plans Action Quality Quality Manual/Policy	PERMANENT, other copies can be disposed of 2 years after superseded 1 year after revised / superseded 3 years after implemented 2 years after superseded PERMANENT, other copies can be disposed of 2 years after superseded

**RULE 29, ART. 45 IRR**



# LGU General Records Disposition Schedule

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
<b>EXECUTIVE RECORDS (MAYOR'S/GOVERNOR'S OFFICE)</b>		
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

<b>A NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinuapan ng Pilipinas</i> <b>RECORDS DISPOSITION SCHEDULE</b>		<b>1. AGENCY NAME:</b> OFFICE OF THE PRESIDENT			
<b>2. ADDRESS:</b> Malacañang Records Office Room 128, Mabini Hall, Malacañang, Manila		<b>4. DATE PREPARED:</b> January 12, 2016			
<b>3. SCHEDULE NO.:</b> 3					
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
<b>ADMINISTRATION RECORDS</b>					
1	ANNUAL AUDIT REPORT (Submitted by different agencies)	3 yr		NAP Form No. 2 2008	
2	APPROVED CONDONATION (Interest/Loans/ Rentals & Taxes)				
3	ASSOCIATIONS FILES (PRIVATE COMPANIES/ FIRMS) Investment Operation	3 yr			
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 Pine Vehicle To accept donation from foreign country / private institution To purchase vehicles for official use Vessels/Shipyards 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 yr 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 ye			

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

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

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 TR No. 1202004 BY: JLF

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 is being recommended for approval

NATIONAL ARCHIVES OF THE PHILIPPINES  
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 APR 25 2017  
 RECORDS MANAGEMENT DIVISION

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

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 APR 25 2017  
 RECORDS MANAGEMENT DIVISION

## RULE 28, ART. 44 IRR



# ACTIVITIES OF RDP

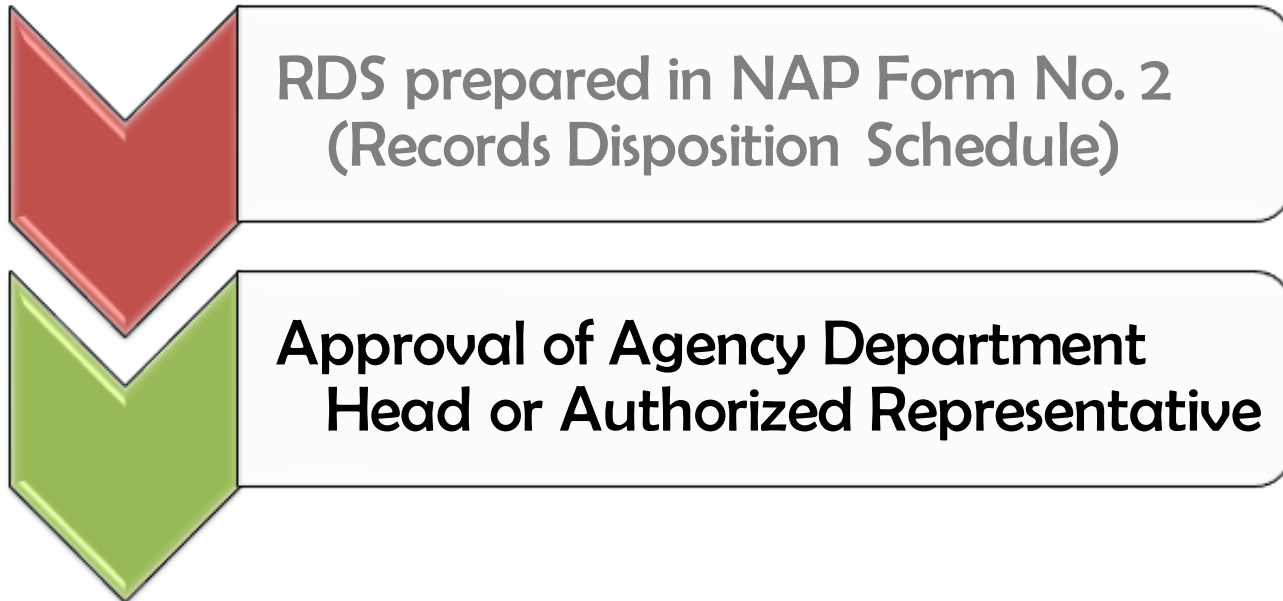
1. Records Inventory
2. Appraisal of Records
3. Establishment of Retention Period
4. Development of RDS
5. **Preparation, Submission and Approval of RDS**



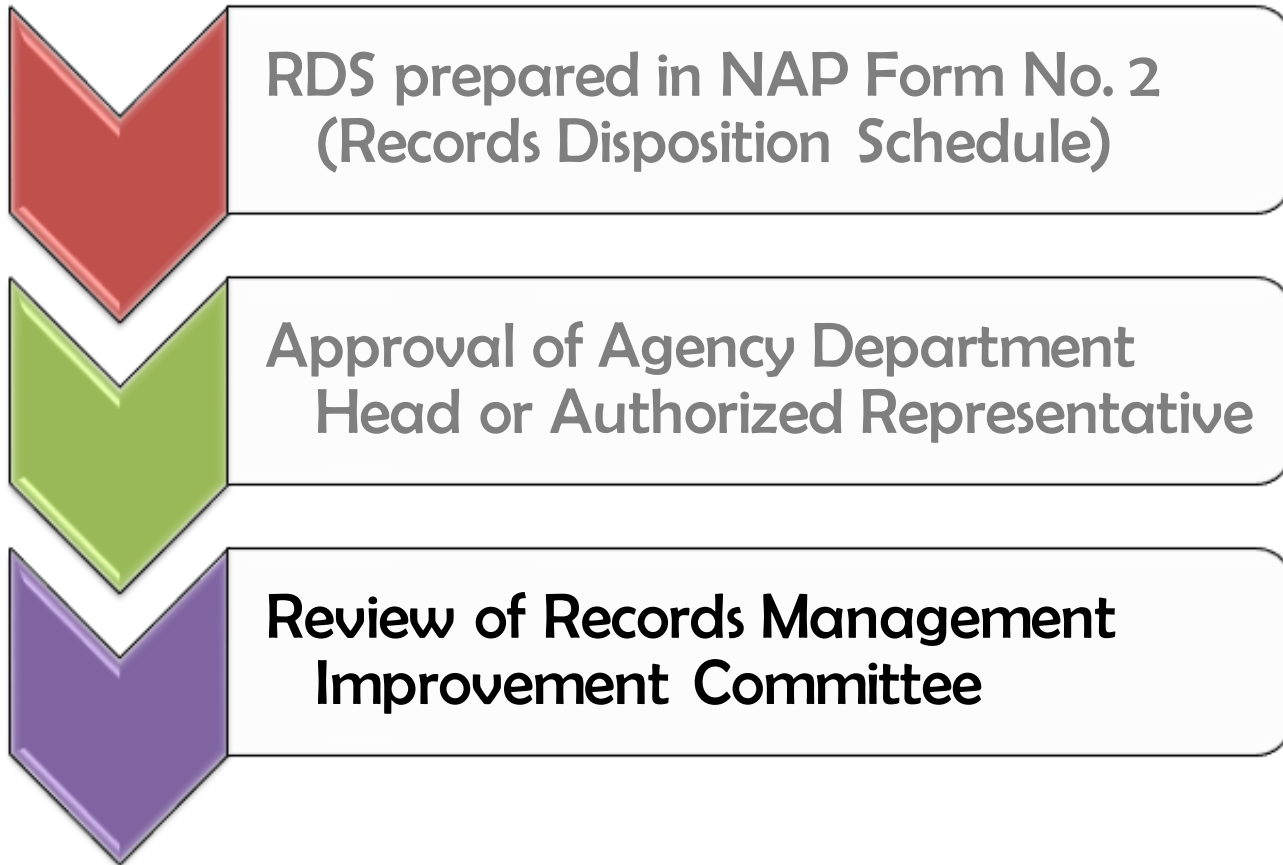




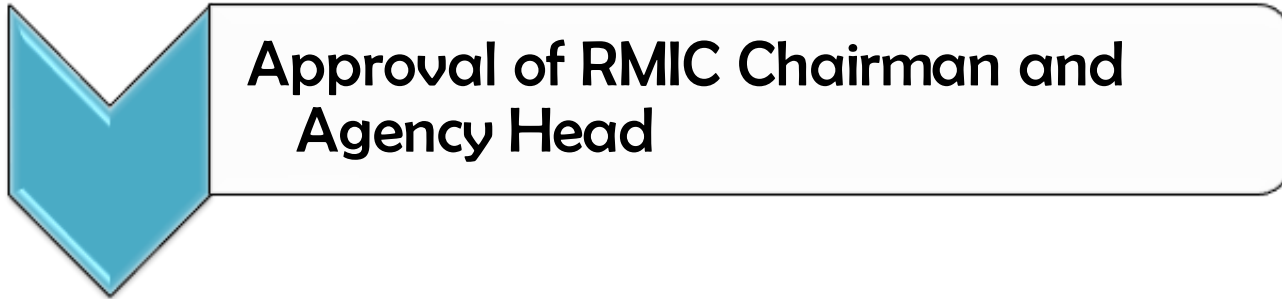
# APPROVAL OF RDS



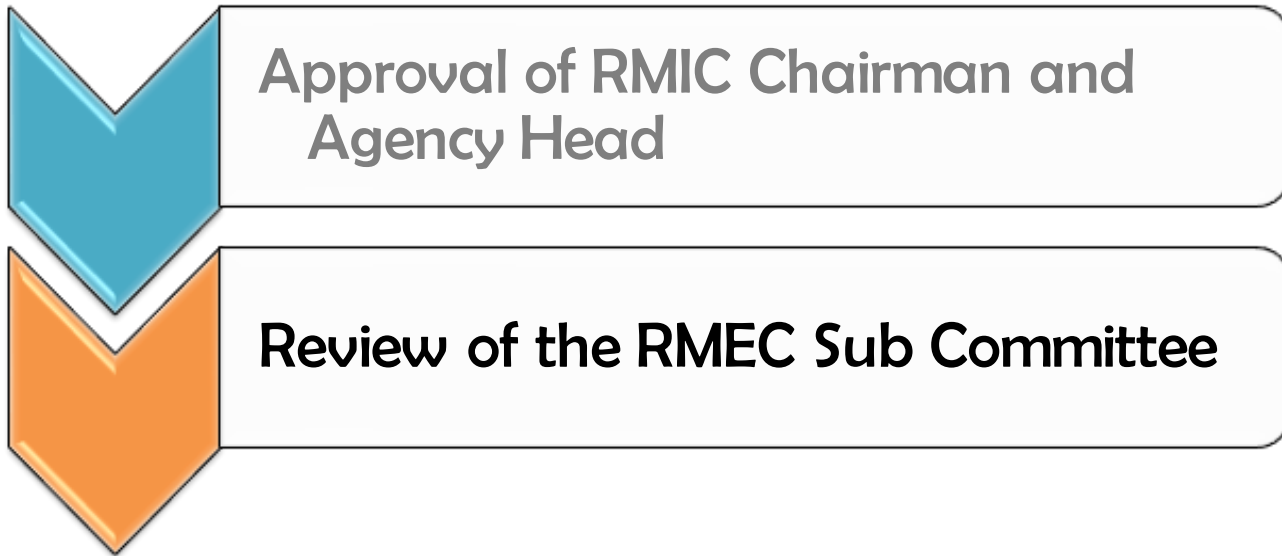
# APPROVAL OF RDS



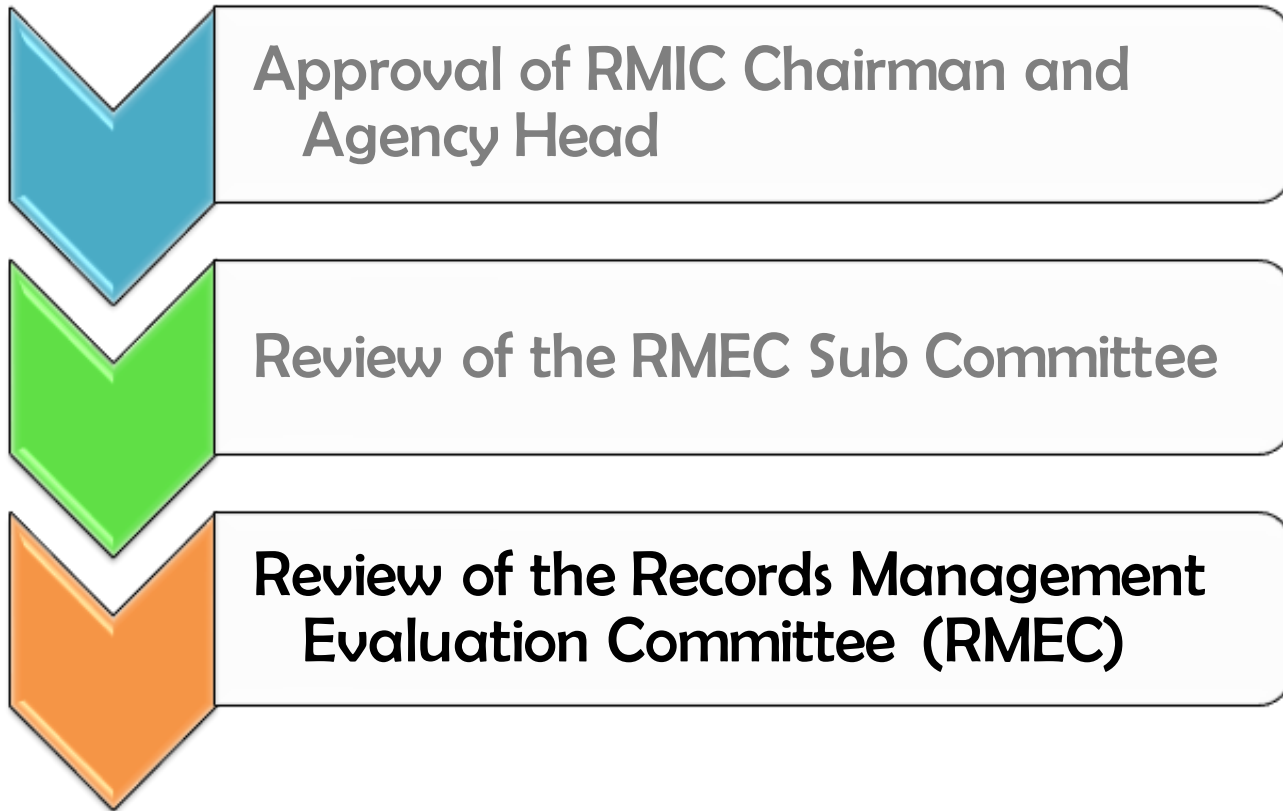
# APPROVAL OF RDS



# APPROVAL OF RDS



# APPROVAL OF RDS



# RMEC Review

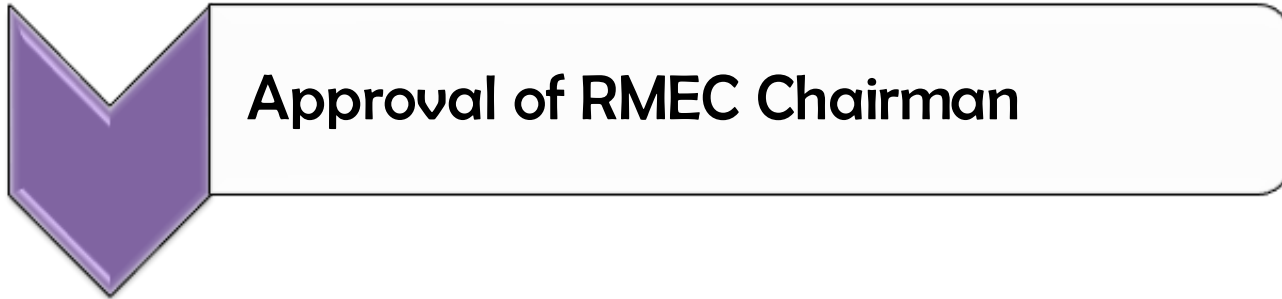




# RMEC Review



# APPROVAL OF RDS



# APPROVAL OF RDS

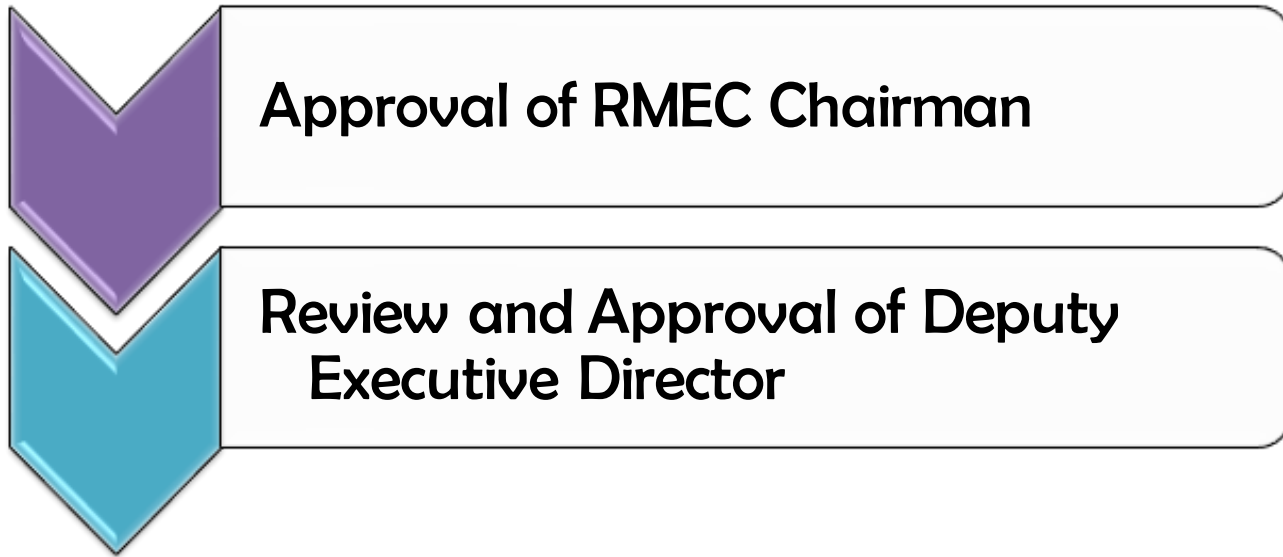
This Records Disposition Schedule

- is being returned for improvement / correction
- is being recommended for approval

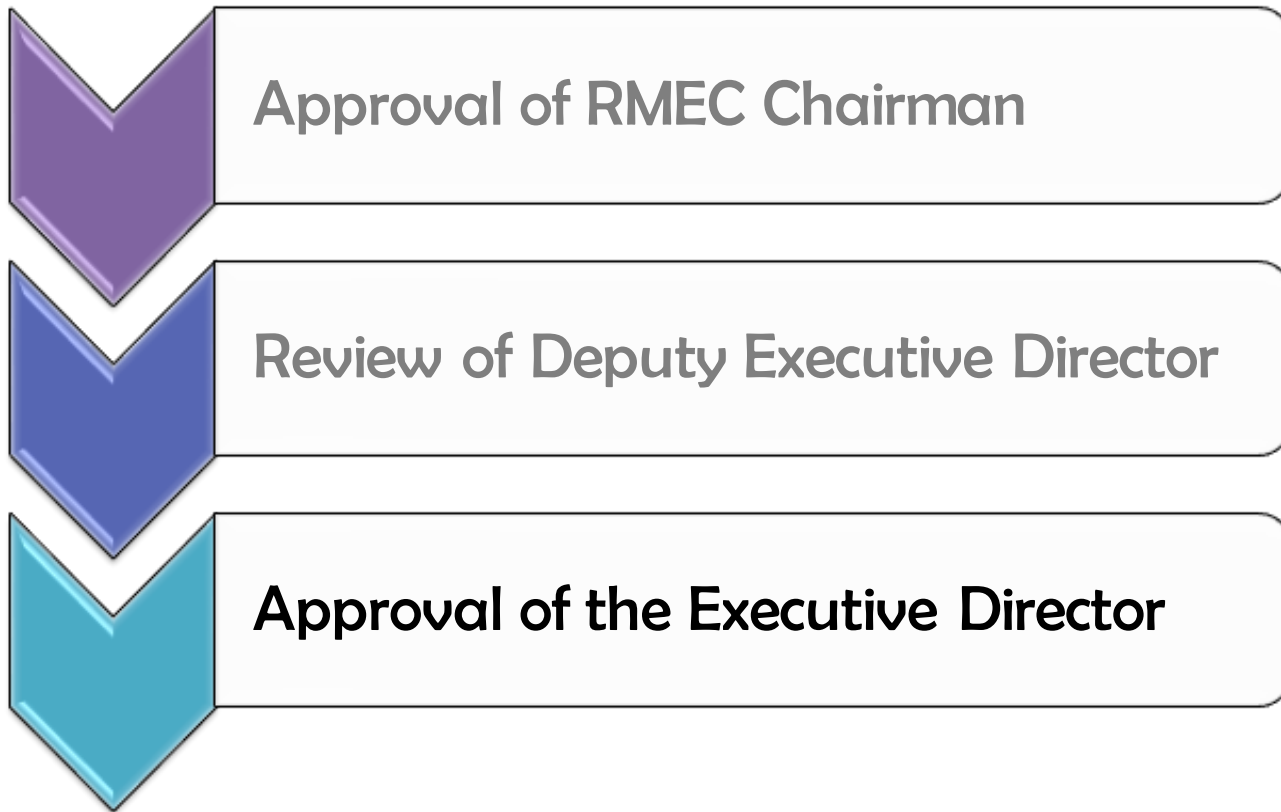
*[Signature]*  
ELIZABETH B. EJE  
Chairman  
Records Management Evaluation Committee  
*[Signature]*  
*3.9.17* April 4, 2017 *my 3.31*  
Date



# APPROVAL OF RDS



# APPROVAL OF RDS



# Sample of an Approved RDS

2008

NAP Form No. 2  
2008

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinunap ng Pilipinas</i> <b>RECORDS DISPOSITION SCHEDULE</b>		<b>1. AGENCY NAME:</b> OFFICE OF THE PRESIDENT			
<b>2. ADDRESS:</b> Malacañang Records Office Room 128, Mabini Hall, Malacañang, Manila		<b>4. DATE PREPARED:</b> January 12, 2016			
<b>3. SCHEDULE NO.</b> 3		<b>7. RETENTION PERIOD</b>			
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
<b>ADMINISTRATION RECORDS</b>					
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				
6	Participate/Conduct Seminar	2 years		2 years	
	Print	2 years		2 years	
6	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				
6	Grounding of vessels	4 years		4 years	
	Request to use vessel for study and survey purpose				
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."

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

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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  
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 APR 25 2017  
 MOAAS BY: KKC





# 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**

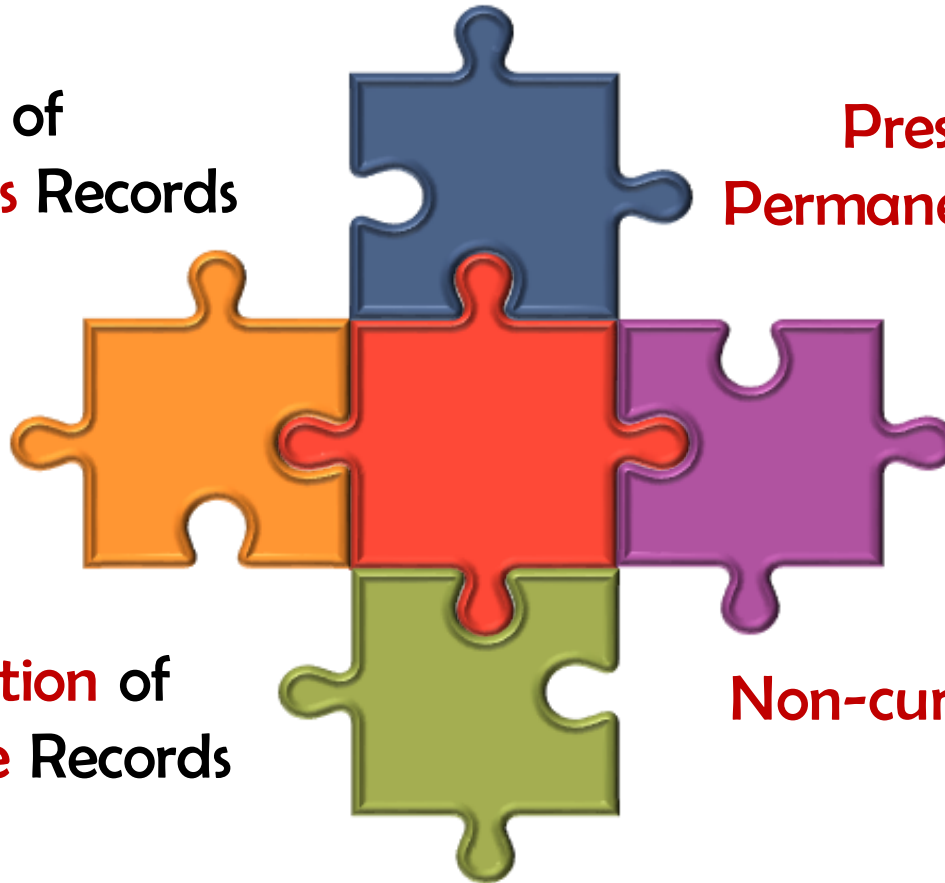




# Activities in the Implementation of RDP

**Disposal of  
Valueless** Records

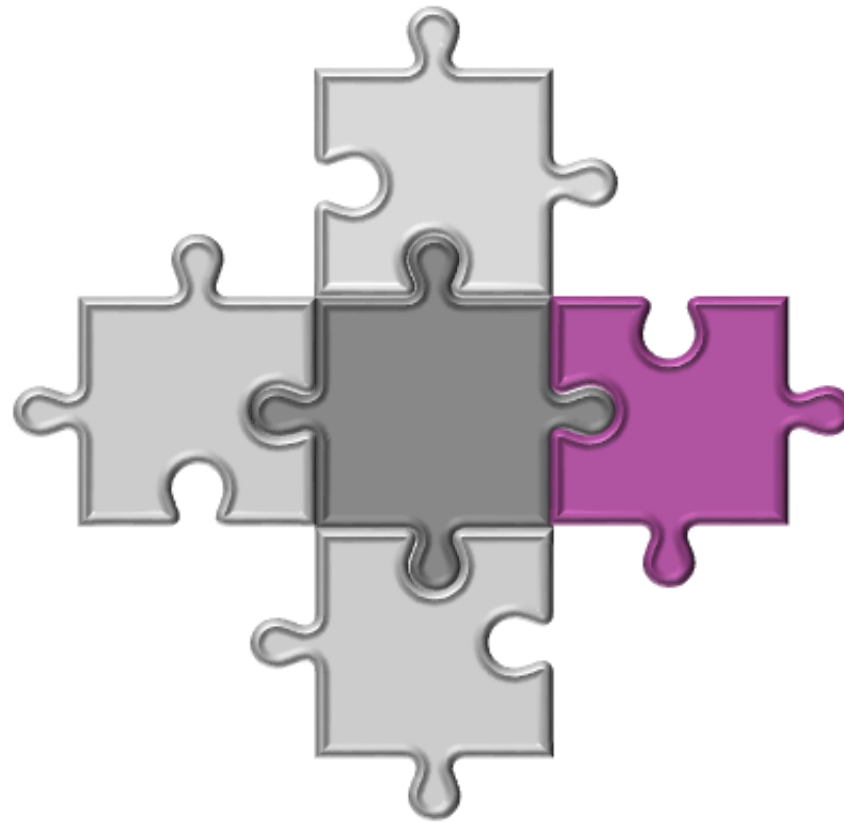
**Preservation of  
Permanent** Records



**Retention of  
Active** Records

**Transfer of  
Non-current** Records

# PRESERVATION OF PERMANENT RECORDS





281

Provincia

DE *Bataan*

Pueblo

DE *Orani*

SEÑAS GENERALES.

Edad *19 años*

Estatura *baja*

Pelo *negro*

Ojos *negros*

Nariz *regular*

Barba *ninguna*

Cara *obaluda*

Color *morena*

CABECERIA N.º 7.

CÉDULA PERSONAL.

*Estanislao Alberto indio soltero*

empadronado en la Cabecera del que suscribe, ha pagado el TRIBUTO (y

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

*Orani 10* de *Febrero* de 1880

SEÑAS PARTICULARES.

*Nariz lunaverte*

*cara y cicatrices*

*rubas*

CALIFICACION.

*Buena cont.*

Talon n.º *34*



*Agustin Arroyo*

*Agustin Arroyo*





Vista clara y especifica de la poblacion de la villa de Tagabas incoada en 7 de Julio de 1884

Campaloe proxim.



V. B.  
El Barrio  
de Lucban  
*[Signature]*

Dibujado por Do Salomon  
de Suma

S- 055



“Archivists makes it last longer”

- Anonymous

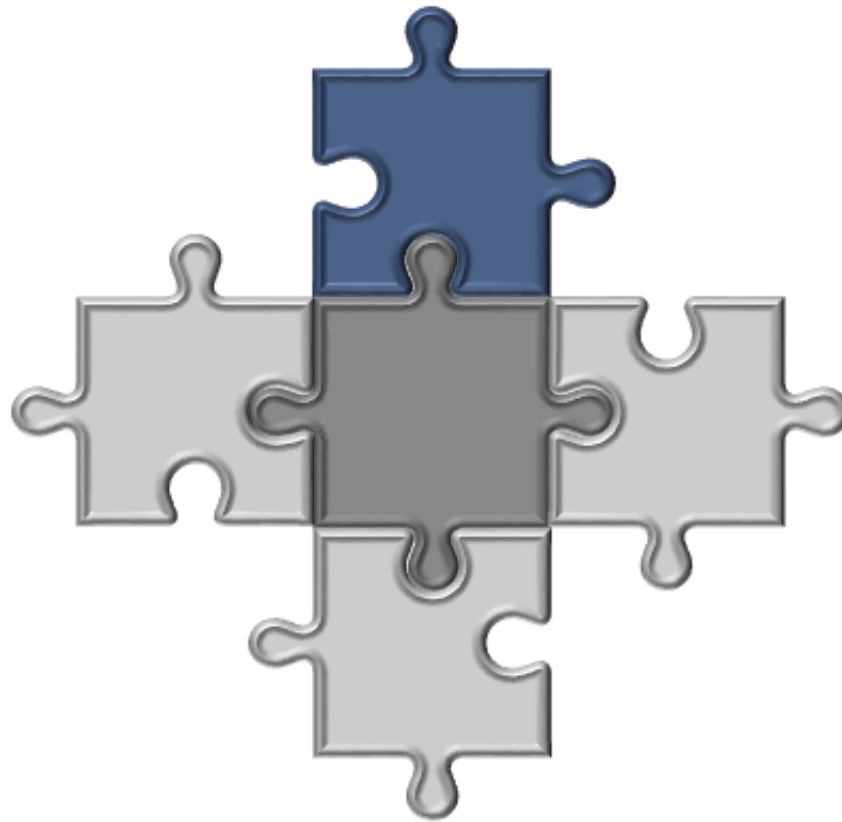


# Preservation of Records





# TRANSFER OF NON-CURRENT RECORDS

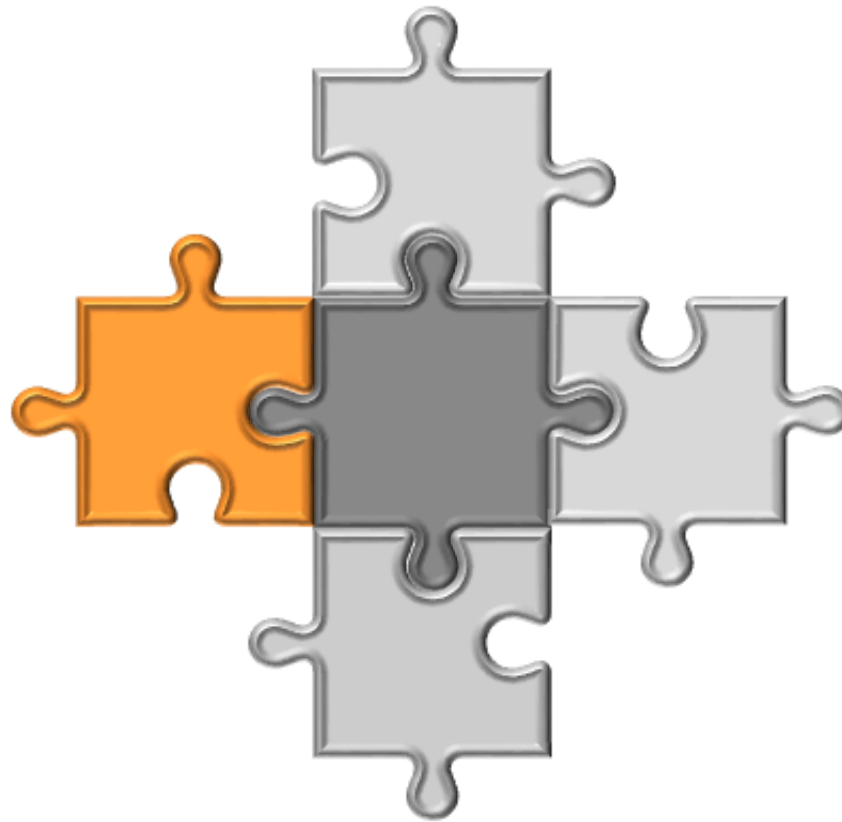


# Transfer of Records



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



# 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

# RECORDS DISPOSAL

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- **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



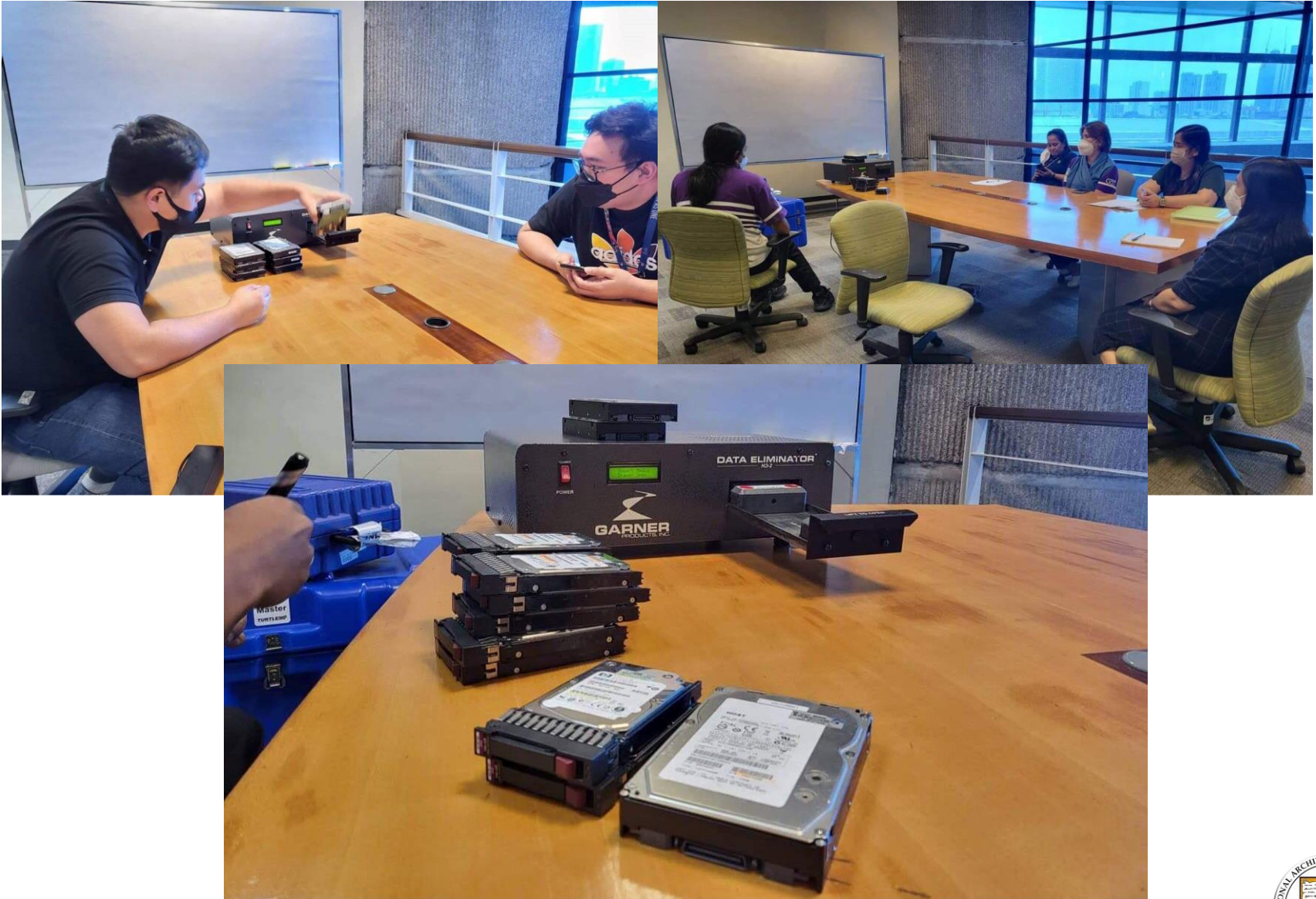


# MODES OF DISPOSAL





# MODES OF DISPOSAL



# 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

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		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)
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**Rizal Technological Avenue**

**Boni Ave., Mandaluyong City**

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



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)

**November 28, 2024**

**123-45678**

**ab@cde.com**

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

## General Records Disposition Schedule (GRDS)

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
<b>ADMINISTRATIVE AND MANAGEMENT RECORDS</b>		
1	ACKNOWLEDGEMENT RECEIPTS	1 year
2	ANTI-RED TAPE AUTHORITY (ARTA) RECORDS	2 years after superseded
3	BROCHURES / LEAFLETS / PAMPHLETS (ABOUT OR BY THE AGENCY)	1 year provided 1 copy is retained for reference
4	CALENDARS / SCHEDULES OF ACTIVITIES OR EVENTS	1 year
5	CERTIFICATES Appearance Disposal of Valueless Records with Supporting Documents Travel Completed	1 year PERMANENT 1 year
6	CERTIFICATIONS	1 year
7	CHARTS Functional Organizational	PERMANENT
8	CORRESPONDENCE Non - Routine  Routine	To be filed with appropriate record series and should follow the retention period in which records are attached 2 years after acted upon
9	CUSTOMER FEEDBACK SURVEYS	1 year after evaluated
10	DIRECTORIES OF EMPLOYEES / OFFICIALS	2 years after updated
11	ENDORSEMENTS	6 months or to be filed with appropriate records series
12	FEASIBILITY STUDIES	Permanent if implemented, otherwise dispose after 5 years from date of record
13	FREEDOM OF INFORMATION FILES Appeals Manual  Report Request	2 years after acted upon / settled PERMANENT, other copies can be disposed of 2 years after revised / superseded 1 year after incorporated in the Annual Report 1 year after acted upon
14	GATE PASSES	6 months
15	HEALTH DECLARATION / CONTACT TRACING	3 months after evaluated
16	INQUIRIES	2 years after acted upon
17	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION FILES Documented Information Maintained Code of Practice / Procedure  Forms Plans Action Quality Quality Manual/Policy	PERMANENT, other copies can be disposed of 2 years after superseded 1 year after revised / superseded  3 years after implemented 2 years after superseded PERMANENT, other copies can be disposed of 2 years after superseded



NATIONAL ARCHIVES OF THE PHILIPPINES  
*Pambansang Sinuapan ng Pilipinas*  
**GENERAL RECORDS DISPOSITION SCHEDULE**  
Common to all Government Agencies  
Series of 2023





# DISPOSAL PROCEDURES

**CORRESPONDENCES (ROUTINE) – 2 years after acted upon**

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

**2023 – 2 years = 2021 below are disposable**

**2000 - 2021                      2022 - present**

**DISPOSABLE**

**NOT DISPOSABLE**





ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
86	REPORTS Accountabilities for Accountable Forms Cash Disbursements Cash Examinations  Collecting and Disbursing Officers Checks Issued and Cancelled Collections and Deposits Disbursements Daily Cash Liquidations Monthly Income Overdrafts and Misuse of Trust Funds Petty Cash Fund Paid Vouchers Replenishments	3 years after cash had been examined 10 years after settled 3 years provided post-audited, finally settled, and not involved in any case 10 years provided post-audited, finally settled, and not involved in any case  3 years 10 years 10 years 5 years after case had been settled or terminated 10 years provided post-audited, finally settled, and not involved in any case
87	SCHEDULE OF ACCOUNTS RECEIVABLES / PAYABLES	3 years after settled
88	STATEMENTS Accounts Current Payable Receivable Common Funds Financial Conditions Profits and Losses Reconciliations	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
89	SUMMARIES OF UNLIQUIDATED OBLIGATIONS AND ACCOUNTS PAYABLE	10 years after settled
90	SUNDRY PAYMENTS	10 years
91	TREASURY FILES Checking Accounts of Agency (TCAA) Drafts Warrants	10 years  Provided post-audited, finally settled, and not involved in any case
92	TRIAL BALANCES AND SUPPORTING SCHEDULES Cumulative Results and Operations - Unappropriated Monthly/Quarterly Trial Balances  Preliminary / Final Annual Trial Balances Accounting's Office Copy  Auditor's Copy Regional Office Copy	PERMANENT 2 years after consolidated in the Annual Financial Report  10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published
93	VOUCHERS INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS Disbursements / Journals Petty Cash Reimbursement Expense Receipts Travel Expenses	10 years provided post-audited, finally settled, and not involved in any case for COA and accounting / office / department / division / section / unit. All other copies dispose after 1 year
94	WITHHOLDING TAX CERTIFICATES	4 years after superseded
<b>HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS</b>		
95	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAM FOR NON - ELIGIBLES	5 years
96	APPLICATIONS Leave of Absence and Supporting Documents Relief of Accountability Retirement / Resignation	1 year after recorded in the leave card 5 years after separated / retired 1 year

# NAP General Records Disposition Schedule (GRDS)



# DISPOSAL PROCEDURES

**VOUCHERS – 10 years provided post-audited, finally settled**

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

**2023 – 10 years = 2013 below are disposable**

**2000 - 2013                      2014 - present**

**DISPOSABLE**

**NOT DISPOSABLE**



<p><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i></p> <p><b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b></p>		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)
		2000 – 2013	10 years, post-audited, finally settled
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
<p>CERTIFIED AND APPROVED BY:</p> <p>This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <p>_____</p> <p>Name and Signature of Agency Head or Duly Authorized Representative</p>			

**93      VOUCHERS**

**2000 – 2013      10 years,  
post-audited,  
finally settled**





<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
<b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b>		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:	
		RIZAL TECHNOLOGICAL UNIVERSITY  ADDRESS: Boni Avenue, Mandaluyong City	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
November 28, 2024		123-45678	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:		VOLUME IN CUBIC METER:	
Warehouse		Approximately 1.0 cu. m.	
PREPARED BY: (Name & Signature)		POSITION:	
Juan Dela Cruz 		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.			
 <b>Pedro Makatao</b> Executive Director Name and Signature of Agency Head or Duly Authorized Representative			

# Sample: Accomplished Form No. 3





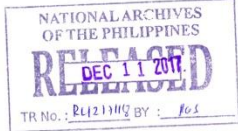
# DISPOSAL PROCEDURES

STEP

3

Evaluation of Request for  
Disposal

114

<p><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinuapan ng Pilipinas</i></p> <p><b>RECORDS MANAGEMENT ANALYSIS REPORT</b></p>		<p>1. AGENCY NAME: <b>PHILIPPINE ORTHOPEDIC CENTER</b></p>	
		<p>2. ADDRESS: Ma. Clara cor. Banawe Sts., Quezon City</p>	
<p>3. LOCATION OF RECORDS: Stockroom 3<sup>rd</sup> Floor</p>		<p>4. TOTAL VOLUME IN CUBIC METERS: approximately 14.112 cu. m.</p>	
<p>5. BASIS OF APPRAISAL: Philippine Orthopedic Center RDS Approved on January 23, 2009 and NAP GRDS Series of 2009</p>			
<p>6. FINDINGS AND RECOMMENDATIONS:</p> <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><b>I. RECORDS FOR RETENTION:</b></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><b>II. RECORDS FOR DISPOSAL:</b></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>			
			
<p>EVALUATED BY: <i>[Signature]</i> <b>EHXIA R. DONDONILLA</b></p>		<p>POSITION: Records Management Analyst II</p>	
		<p>DATE: December 8, 2017</p>	
<p>NOTED BY: <i>[Signature]</i> <b>ELIZABETH B. EJE</b></p>		<p>POSITION: OIC, RMSD</p>	
		<p>DATE: <i>[Signature]</i> Dec. 11, 2017</p>	

# Sample: Evaluation Report



# DISPOSAL PROCEDURES

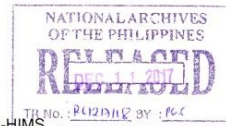
Issuance of Authority to  
Dispose Records

STEP

4

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

**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 *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](http://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.

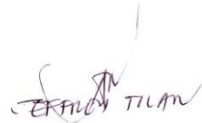
Please conduct bidding for the sale of said records and forward to us your notarized contract. However, should you decide not to conduct bidding, you can avail the services of NAP's official buyer, D' Lacoste Enterprise with Telephone Nos. 493-1964 / 404-3541, Mobile Nos. 0917-599-5556 / 0999-9954-583. 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](http://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

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinuapan ng Pilipinas</i> <b>CERTIFICATE OF DISPOSAL OF RECORDS</b>		1. AGENCY NAME: <b>PHILIPPINE ORTHOPEDIC CENTER</b>	
		2. ADDRESS: Ma. Clara cor. Banawe Sts., Quezon City	
3. LOCATION OF RECORDS: Stockroom 3 <sup>rd</sup> Floor		4. CONTROL NO.: (Date & Authority No.) <b>A-2017-1114 dated December 11, 2017</b>	
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	
***** <b>Nothing Follows</b> *****			
<p><i>Note: All provisions had been complied.</i> ✓</p>			
8. TOTAL VOLUME IN CUBIC METERS: A) 7.744 B) 11.743 C) 4.0424 D) 23.5264		9. TOTAL WEIGHT IN KILOS: A) 3,820 B) 7.50 - P 24,100 - C) 3.43 = 24,642.50 D) 1,153 E) 32.10 = 46,044.20 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: P 98,886.90	
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>[Signature]</i> ANTONIO T. ARCEO, JR. LEXTON TRADING	
16. NAMES AND SIGNATURES OF WITNESSES/REPRESENTATIVES:			
NATL. ARCHIVES OF THE PHILIPPINES: <i>[Signature]</i> EHXIA R. DONDONILLA Records Management Analyst II		COMMISSION ON AUDIT: <i>[Signature]</i> MAR TERESA S. TAN State Auditor III	
REQUESTING/OWNING AGENCY: <i>[Signature]</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**



# OFFENSES (Article VI, Section 40)

A person who, **willfully or negligently**, damages a public record or disposes of or destroys a public record other than in accordance with the provisions of this Act or contravenes or **fails to comply** with any provision of this Act or any regulations made under this Act **shall be deemed to have committed an offense.**

# PENALTIES (Article VI, Section 41)

- ❖ A **fine** of not less than **P500,000.00** but not exceeding **P1M** or;
- ❖ **Imprisonment** of not less than **5 years** but not more than **15 years** and/or;
- ❖ **both** fine and imprisonment;



# PENALTIES (Article VI, Section 41)

- ❖ Perpetual disqualification from public office;
- ❖ Forfeiture of his salary and other lawful income.

# 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 !!!**