



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 18, 2025

DIVISION MEMORANDUM
OSDS-2025- 155

**CONDUCT OF ANNUAL INVENTORY AND DISPOSAL OF RECORDS IN THE TWO
IMPLEMENTING UNIT (IU) SCHOOLS AND SCHOOLS DIVISION OFFICE OF
TACURONG CITY**

TO: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads
Secondary School Heads
Non-Teaching Personnel
This Division

1. Complying with Regional Memorandum AD-2025-058 re: **Conduct of Annual Inventory and Disposal of Records**, the Schools Division Office and Implementing Units are directed to conduct an Annual Inventory and Disposal of Records in accordance with RA 9470 otherwise known as the National Archives of the Philippines Act of 2007.

2. During the implementation, SDO Tacurong City and IUs are hereby directed to do the inventory of all records and documents existing in their office with retention period as per determined by the standard of the National Archives of the Philippines (NAP) and to submit NAP Form 1 (Records Inventory and Appraisal) and NAP Form 3 (Request for Authority to Dispose of Records).

3. The following tasks and timelines shall be observed:

ACTIVITY	TIMELINE
Sorting, Labelling and Arranging of documents to be done by AO II in their respective schools.	November 19-26, 2025
Preparation of NAP Forms 1 and 3 in their respective schools.	November 27-28, 2025
Submission of NAP Form 1 and 3 to the Records Office of SDO Tacurong.	December 1, 2025
Consolidation of NAP Form 1 and 3 by the Records Officer.	December 2, 2025
Submission of NAP Form 1 and 3 Reports to the Regional Office.	December 5, 2025



Address: Alunan Highway, Poblacion, Tacurong City 9800
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4. Refer to the attachments for additional relevant information.
Attachment 1: NAP Form 1 (Records Inventory and Appraisal)
Attachment 2: NAP Form 2 (Records Disposition Schedule)
Attachment 3: NAP Form 3 (Request for Authority to Dispose of Records)
Attachment 4: General Records Disposition Schedule
5. For any clarifications, communicate with Jennifer Claire A. Tayag, AO IV-Records Officer.
6. For the information and compliance of all concerned.


GILDO G. MOSQUEDA, CEO VI
School Division Superintendent

Enclosure: None
Reference: None
Allotment: None
To be included in the Perpetual Index under
INVENTORY RECORDS DISPOSAL

JCAT/DM/ Conduct of Annual Inventory and Disposal of Records in the Two Implementing Unit (IU) Schools and Schools Division Office of Tacurong City/ November 18, 2025



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LEGEND:

P - Permanent
F - Fiscal
L - Legal
Arc - Archival

ASSISTED BY:

APPROVED BY:

NAP Records Management Analyst

Chief of the Division/Department

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME: DEPARTMENT OF EDUCATION		
3. SCHEDULE NO.: 2		2. ADDRESS: Ultra, Pasig City		
5. ITEM NO.		4. DATE PREPARED:		8. REMARKS
6. RECORD SERIES TITLE AND DESCRIPTION		7. RETENTION PERIOD		
		Active	Storage	Total
ADMINISTRATION & MANAGEMENT				
1	ACKNOWLEDGMENT LETTERS / RECEIPTS			To be filed with appropriate record series
2	ATHLETICS/SPORTS FILES Athletes' Profiles Letters/Endorsements Results Souvenir Programs	1 year		1 year After graduated
3	AUTHORITIES TO TRAVEL Employees Officials Teachers/Principals/Asst. School Division Superintendents / Division Superintendents	2 years		2 years
4	AWARDS AND COMMENDATIONS	PERMANENT		
5	BOARD / COUNCIL FILES Memoranda Original Letters Reports Resolutions	PERMANENT		
6	CALAMITY RECORDS	2 years		2 years
7	CERTIFICATES OF APPEARANCE	1 year		1 year
8	CERTIFICATIONS Certifications, Authentications and Verifications (CAV) Certificates of Graduation Diplomas Student Report Cards (Form 137) Special Orders Employment and Salary Enrollment Good Moral Character (Issued by the Superintendents)	1 year		1 year

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."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
9	CHARTS Organizational/Functional Process Flow	P E R M A N E N T			
10	CLEARANCES Students/Teachers/Employees Tuition Fees	1 year		1 year	
11	CREATION OF DIVISION AND DISTRICT OFFICE RECORDS	P E R M A N E N T			
12	COMMITTEE FILES Investigating Task Force	P E R M A N E N T			
13	COMMUNICATIONS/CORRESPONDENCES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
14	DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency	P E R M A N E N T			
	Issued by the Head of Agency reflecting routinary information	2 years		2 years	After superseded
15	DIRECTORIES OF PERSONNEL / SCHOOL OFFICIALS Advisories Bulletins Circulars	2 years		2 years	After superseded
16	INQUIRIES / QUERIES Non-Routine				To be filed with appropriate records series After acted upon
	Routine	2 years		2 years	
17	LISTS Monuments/Shrines (National) Officials (Local/National)	1 year		1 year	After updated
18	MANUALS	P E R M A N E N T			
19	MEETING FILES (ExeCom/ManCom) Committee Reports Minutes of Meetings Policies Resolutions Other Related Documents	P E R M A N E N T			
20	MESSAGES / SPEECHES	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
21	PROGRAMS / PROJECTS (Papers including background materials, studies, analyses, notes, rough drafts, interim reports and related papers to management programs/projects)	P E R M A N E N T			If implemented, otherwise, dispose after 5 years from date of record
22	PUBLICATIONS (Created by DepEd) Advertisements Advisories Books Journals Newsletters Press Releases	P E R M A N E N T			Records Set
23	SEMINAR / WORKSHOP / CONVENTION INVITATIONS	1 year		1 year	
24	SOLICITATIONS	1 year		1 year	
25	SPECIMEN SIGNATURES	P E R M A N E N T			
26	TRAVEL / VISIT FILES Foreign Local	1 year		1 year	
	General Services				
27	FUEL CONSUMPTION REPORTS	1 year		1 year	
28	JOB ORDERS	1 year		1 year	
29	STATEMENTS OF ACCOUNTS/BILLS (PASS, PLDT, Electric, Water)	5 years		5 years	After settled
30	TRIP TICKETS	1 year		1 year	
31	UTILITIES AND SERVICES RECORDS	1 year		1 year	
32	VEHICLE INSURANCE AND REGISTRATIONS	1 year		1 year	After renewed
33	VEHICLE MAINTENANCE AND OPERATIONS RECORDS	1 year		1 year	
	Procurement Service and Supply/Property Records				
34	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year		1 year	After equipment had been returned
35	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
36	INVENTORIES AND INSPECTION REPORTS OF UNSERVICEABLE PROPERTIES	1 year		1 year	After property has been returned
37	INVENTORIES OF SUPPLIES AND PROPERTIES/FIXTURES	1 year		1 year	After updated
38	LEDGER CARDS Equipment Supplies	2 years 5 years		2 years 5 years	After equipment had been disposed
39	PROCUREMENT FILES Abstracts Bids / Canvasses Evaluations of Quotations Bid Evaluations Contracts Invitations to Bid Minutes of Pre-Bid Conference Modes of Procurement (Resolution) Notices of Award Notices to Proceed Programs of Work Pre-Bid Bulletins Resolutions to Award BAC Resolutions Alternative Modes of Procurement Award Shopping and other modes of procurement and other pertinent documents	5 years	5 years	10 years	Provided project is completed and settled
40	PROPERTY INVENTORIES Buildings Equipment	1 year		1 year	After updated
41	PURCHASE ORDERS	4 years		4 years	
42	PURCHASE REQUESTS	1 year		1 year	
43	REPORTS Loss Waste Materials Inspection and Acceptance	PERMANENT			After property has been returned
		2 years 1 year		2 years 1 year	
44	REQUISITION AND ISSUE SLIPS (RIS)	1 year		1 year	
45	TRANSFERS WITHOUT COST	PERMANENT			
	FINANCE MANAGEMENT				
46	CERTIFICATIONS Last Payments Lost Checks	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
47	CHECKS Automated Payroll Deduction System Expenses Capital Outlay Personal Services Maintenance and other Operating Expenses (MOOE) Funds Provident Realignment Transfer Trust/Special Purpose	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
48	FINANCIAL STATEMENTS Balance Sheets Statements of Operation/Income	P E R M A N E N T			
49	NOTICES OF CASH ALLOCATIONS	3 years		3 years	
50	PAYROLLS / PAYROLL SHEETS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
51	REMITTANCES (GSIS, HMDF, PhilHealth) Advices Lists Loans Premiums	5 years	5 years	10 years	
52	REPORTS Financial Cash Flow Statements of Income and Expenses Statements of Government Equities Lists of Due and Demandable Accounts Payable (LDDAP) Liquidations	5 years		5 years	After Annual Financial Report has been published
		3 years		3 years	After superseded
		5 years	5 years	10 years	
53	TAXES Advalorem/Duty Exemptions Expanded Value Added Tax Income Withholding Tax Certificates	3 years 3 years 3 years 3 years 4 years	3 years 3 years 3 years 3 years	6 years 6 years 6 years 6 years 4 years	After superseded
54	VOUCHERS, INCLUDING BILLS, INVOICES & OTHER SUPPORTING DOCUMENTS Disbursements Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	Accounting Records				
55	AUTHORITIES FOR ALLOWANCES Clothing Cost of Living Allowance (COLA) Hardship Representation and Transportation Allowance (RATA)	2 years		2 years	After terminated
56	BOOKS OF FINAL ENTRIES General Ledgers Journals and Analysis of Ledgers Subsidiary Ledgers	P E R M A N E N T			
57	BOOKS OF ORIGINAL ENTRIES Cash/Check Disbursements Cash Receipts General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	P E R M A N E N T			
58	CONSOLIDATED ANNUAL AUDIT REPORTS	P E R M A N E N T			
59	NOTICES OF TRANSFER ALLOCATIONS	1 year		1 year	
60	QUARTERLY STATEMENTS OF CASH ADVANCES	5 years	5 years	10 years	
61	TRIAL BALANCES AND OTHER REPORTS Cumulative Results of Operations- Unappropriated Monthly/Quarterly Trial Balances Preliminary/Final Annual Trial Balances Accountant's Copy Auditor's Copy Regional Office Copy Pre/Post Closing Trial Balances	P E R M A N E N T			
		2 years		2 years	After consolidated in the Annual Financial Report
		5 years	5 years	10 years	After Annual Financial Report has been published
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report has been published
		5 years		5 years	After Annual Financial Report has been published
	Budget Records				
62	AGENCY BUDGET MATRICES	3 years		3 years	
63	BUDGET CIRCULARS AND ISSUANCES	5 years	5 years	10 years	
64	BUDGET PROPOSALS & SUPPORTING DOCUMENTS	3 years		3 years	
65	GENERAL APPROPRIATION ACTS	3 years		3 years	
66	MONTHLY CASH PROGRAMS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
67	OBLIGATION REQUESTS	3 years		3 years	
68	PHYSICAL AND FINANCIAL PLANS	3 years		3 years	
69	PROGRAMS OF EXPENDITURES Local National	5 years	5 years	10 years	
70	REGISTRIES OF ALLOTMENT	5 years		5 years	
71	SPECIAL ALLOTMENT RELEASE ORDERS (SARO)	3 years		3 years	
72	SUB-ALLOTMENT RELEASE ORDERS (Sub-ARO)	3 years		3 years	
	Cash Records				
73	FIDELITY BONDS / BONDS	1 year		1 year	After renewed
74	OFFICIAL CASH BOOKS Collections Disbursements	P E R M A N E N T			
75	OFFICIAL RECEIPTS	5 years	5 years	10 years	After post-audited, finally settled and not involved in any case
76	RECORD BOOKS FOR CHECKS RELEASES	5 years	5 years	10 years	After date of last entry
77	REPORTS Advices of Checks Issued and Cancelled Cash/Check Disbursements Checks Issued and Cancelled Collections Summaries of Checks Released and Cancelled Proportional Vacation Pay	5 years	5 years	10 years	
	HEALTH AND NUTRITION SERVICES				
78	HEALTH AND NUTRITION REPORTS Annual Monthly / Quarterly	P E R M A N E N T			
		2 years		2 years	
79	LISTS HEALTH AND NUTRITION Personnel Distribution of Medicines & Supplies	1 year		1 year	After updated
80	MAGNA CARTA OF PUBLIC HEALTH WORKERS	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
81	MEDICAL / DENTAL RECORDS OF PERSONNEL / ATHLETES Dental / Medical Cards Health Profiles Laboratory Results	PERMANENT PERMANENT 2 years		2 years	
82	SCHEDULES OF NURSES AND DENTISTS	1 year		1 year	After updated
83	SPECIAL PROJECTS / PROGRAMS Dental Health Programs Medical and Nursing Health Programs Nutrition Programs HUMAN RESOURCE MANAGEMENT SERVICES (PERSONNEL SERVICES)	PERMANENT			If implemented, otherwise, dispose after 5 years from date of record
84	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	5 years		5 years	After separated/retired of concerned employee
85	APPLICATIONS / RECOMMENDATIONS FOR EMPLOYMENT	1 year		1 year	
86	APPLICATIONS FOR LEAVE OF ABSENCES Maternity Parental (Solo Parent) Paternity Privilege/Special Rehabilitation Sick Study Terminal Vacation Violence Against Women and Children (VAWC) Details Stations	1 year		1 year	After recorded in Leave Cards
87	AUTHORITIES TO FILL VACANT POSITIONS	2 years		2 years	After position has been filled up
88	CLAIMS ON EMPLOYEES COMPENSATION	5 years	5 years	10 years	
89	CERTIFICATES OF ELIGIBLES	2 years		2 years	
90	CONTRACTS TO TEACH	5 years		5 years	After renewed / terminated and noted in Service Cards
91	DAILY TIME RECORDS	1 year		1 year	After data have been posted in Leave Cards and post-audited
92	EQUIVALENT RECORDS FORMS WITH TRANSMITTAL	5 years		5 years	After separated from office
93	JOB ORDER CONTRACTS	1 year		1 year	After terminated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
94	LEAVE CARDS	5 years	10 years	15 years	After separated/retired of concerned employee
95	LETTERS OF INTRODUCTION	2 years		2 years	
96	MEDICAL CERTIFICATES DUE TO ILLNESS	3 years		3 years	
97	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth Others	P E R M A N E N T			After absences have been recorded in Leave Cards
98	MONTHLY REPORTS OF SERVICE AND ATTENDANCE / ABSTRACTS OF ABSENCES	2 years		2 years	
99	NEW APPRAISAL PERFORMANCE SYSTEM FILES Performance Appraisals/Evaluations/ Rating Reports Performance Rating Cards Performance Target Worksheets	1 year 5 years 1 year		1 year 5 years 1 year	
100	NOTICES OF ASSIGNMENTS Lists Details Stations	1 year		1 year	After renewed/terminated
101	PERMITS TO STUDY/TEACH	1 year		1 year	
102	PERSONNEL FOLDERS (201 FILES) Appointments Approvals of Retirement Awards Change of Status Designations Dropping from the Rolls (AWOL) First/Last Day of Service Certifications Longevity Notices of Salary Adjustment (NOSA) Notices of Step Increment (NOSI) Oaths of Office Personal Data Sheets (latest) Position Description Forms PRC Licenses Reports of Rating (Eligibilities) Resignations/Transfers/Reinstatements/ Return to Duty Retirements (GSIS Clearance) Separations Service Records (updated) Transcript of Records	5 years	10 years	15 years	After retired/separated
103	PERSONNEL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
104	POSITION / ITEM FILES Conversion Creation Deployment Extension Reclassification and Transfer Requests for Position	2 years		2 years	After follow-up/approval
105	PROMOTION RECORDS	2 years		2 years	After vacant position has been filled
106	PUBLICATIONS OF VACANT POSITIONS Filling up of Positions Protest Ranking Recommendations	2 years		2 years	After vacant position has been filled
107	RECORDS OF SERVICE CREDITS	1 year		1 year	After recording in the level codes
108	SCHOLARSHIP FILES On-the-Job Trainees Students Teachers	2 years 1 year 4 years		2 years 1 year 4 years	After finishing the term After finishing the course
109	SEPARATION ORDERS / EXTRACTS OF RETIRED/TRANSFERRED/SEPARATED PERSONNEL	1 year		1 year	
110	SERVICE CARDS	P E R M A N E N T			
111	SERVICE RECORDS	2 years		2 years	After updated provided a copy is incorporated in 201 Files
112	STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	
	LEGAL SERVICES				
113	ADMINISTRATIVE DECISIONS (With Respect to Cases/Opinions/Decisions/ Resolutions/Orders)	P E R M A N E N T			
114	CASES Administrative Civil Service Commission Department of Education Ombudsman Civil / Criminal	4 years	3 years	7 years	After finally settled except Decisions which are Permanent
115	COMPLAINTS / GRIEVANCES Actions Taken on the Complaints Counter Affidavits and/or Answers Investigation Reports Rejoinders Resolutions	5 years		5 years	After finally settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
116	CONTRACTS OF SERVICES (Contract Records including Correspondences/ Related Papers)	5 years		5 years	After renewed/terminated/ and finally settled
117	CORRECTIONS OF NAME / BIRTH DATE Personnel Students	PERMANENT			
118	DEEDS (Acquisition of Books/Teaching Aids and Vehicles) Donations Sale	PERMANENT			
119	MEMORANDA OF AGREEMENT/UNDERSTANDING	PERMANENT			
	PHYSICAL FACILITIES AND SCHOOL ENGINEERING SERVICES				
120	ASSESSMENTS OF SCHOOLS	5 years		5 years	After superseded
121	EDUCATIONAL FACILITIES MANAGEMENT MANUALS	PERMANENT			
122	INVENTORIES OF SCHOOL BUILDINGS AND FIXTURES	1 year		1 year	
123	SUMMARIES OF ESTIMATED COST OF REHABILITATION	5 years		5 years	
	Basic Education Information Services				
124	GOVERNMENT INFO SYSTEM BASED SCHOOL PROFILING SYSTEM PROJECTS	PERMANENT			
125	REQUESTS FOR DEMOLITION AND REPLACEMENT OF SCHOOL BUILDINGS	PERMANENT			
126	SCHOOL BUILDINGS / FURNITURES' PLANS AND SPECIFICATIONS	PERMANENT			
127	SCHOOL BUILDING PROGRAMS Listings of RED and BLACK Schools Budget Allocations Requests for Construction School Based Repair and Maintenance Scheme Site Ownership Site Development Plans	5 years		5 years	
		PERMANENT PERMANENT			
128	SURVEYS OF WATER & ELECTRICITY FACILITY ASSESSMENT PROGRAMS	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	PLANNING SERVICES				
129	BASIC EDUCATION INFORMATION SYSTEM (EMIS) MODULES Module I Clientele Identifications Clientele Database Module II Staff Personnel Database Module III Curriculum Database Module IV Legislations and Control Database Module V Physical Facilities (By Division/ District/Barangay) Module VI Financial Database Module VII Community Extension Database Module VIII Educational Planning, Research and Evaluation Database Quick Count Framework Module (BEIS-QC)	P E R M A N E N T			
130	DEVELOPMENT PLANS Action Strategic	P E R M A N E N T			
131	PERFORMANCE INDICATORS Achievement Rates Cohort / Survival Rates Completion Rates Dropout Rates Literacy Rates Participation Rates Promotion Rates Pupil-Classroom Ratios Pupil-Desk Ratios Pupil-Textbook Ratios Retention Rates	5 years	5 years	10 years	
132	PERFORMANCE MEASURE FRAMEWORKS BY REGIONS AND BY QUARTERS	3 years		3 years	
133	PROFILES Government Secondary School Profiles (GSSP) Private Schools	P E R M A N E N T			
134	REQUESTS FOR ITEM POSITIONS	2 years		2 years	After acted upon
135	REPORTS Accomplishments Annual Central	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 135	REPORTS Accomplishments Annual Divisions Regions Quarterly/Monthly/Weekly Annual Audit B592 Supervisory Deployment Management Actions on Audit Findings Monitoring and Evaluation of Regional Projects Statistical Summaries Enrollment and Attendance Numbers of Teachers and Students Schools Statistical Bulletins SCHOOL MANAGEMENT <i>Alternative Learning System</i>				
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		PERMANENT			
		1 year		1 year	After consolidated in Annual Report
		3 years		3 years	
		PERMANENT			
		PERMANENT			
		PERMANENT			
		PERMANENT			
136	ACCREDITATION AND EQUIVALENCY TEST RESULTS	PERMANENT			
137	ANSWER SHEETS				
	Used	6 months		6 months	Provided results have been tabulated and kept permanently
	Unused	6 months		6 months	
138	ADMINISTRATIVE-BASED DATA (MIS)	PERMANENT			
139	ANNUAL ACTION PLANS	PERMANENT			
	Lists of Target Clients				
	Target Areas				
140	CAPABILITY BUILDING PROFILES	PERMANENT			
141	PROJECT FILES	PERMANENT			
	Balik-Paaralan Para sa Out-of-School Adult (BP-OSA)				
	Community Learning Center (CLC)				
	Learning Support Delivery System (LSDS)				
	Literacy Service Contracting Scheme				
142	TEST BOOKLETS	6 months		6 months	Retain atleast 2 sets provided the original is kept permanently in the diskette/cd
	Elementary Level				
	Secondary Level				
	<i>Promotional Division</i> <i>(Elementary and Secondary Divisions)</i>				
143	ACHIEVEMENT TEST RESULTS	PERMANENT			
	Division Achievement Tests				
	National Achievement Tests				
	Elementary				
	Secondary				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 143	ACHIEVEMENT TEST RESULTS Regional Achievement Tests School Achievement Tests	P E R M A N E N T			After files have been recorded After acted upon
144	BOOK FILES Comments on the Evaluation of Books Requests for Certifications	5 years		5 years	
145	CERTIFICATIONS Enrollment Good Moral Character Graduation Report of Rating of Students Special Orders	1 year		1 year	
146	CHANGE OF NAME OF SCHOOLS	P E R M A N E N T			After superseded
147	CLUSTERING / DECLUSTERING OF SCHOOL DOCUMENTS	3 years		3 years	
148	CONTESTS AND COMPETITIONS	2 years		2 years	
149	ESTABLISHMENTS / SEPARATIONS / INTEGRATION OF SCHOOLS	P E R M A N E N T			Retain 2 copies permanently in hard & soft copy. Other copies dispose 2 years after revised.
150	GOVERNMENT RECOGNITIONS (PRIVATE SCHOOLS)	P E R M A N E N T			
151	INSTRUCTIONAL MATERIALS Books Modules Supplementary Readings Videos/CDs/Cassette Tapes/Films	P E R M A N E N T			
152	NATIONAL CAREER ASSESSMENT EXAMINATION RESULTS	P E R M A N E N T			After graduation
153	PHILIPPINE VALIDATING EXAMINATIONS (NETRC)	P E R M A N E N T			
154	PERMITS Cross-Enroll Study (Foreign Students)	2 years		2 years	
155	PROMOTIONAL REPORTS (ELEMENTARY/SECONDARY)	P E R M A N E N T			1 year
156	REQUESTS / APPROVALS Overload of Subjects for Graduating Students Summer Classes Transfer of Local/Foreign Students Translations of Diplomas	1 year		1 year	
157	SPECIAL PROGRAMS / PROJECTS Implemented Not-Implemented	P E R M A N E N T			
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
158	SPECIAL ORDERS OF GRADUATION	PERMANENT			
159	SCHOLARSHIP GRANTS	PERMANENT			
160	SUMMARIES OF UNITS TAKEN BY STUDENTS OF PRIVATE SECONDARY SCHOOLS (Form 9)	2 years		2 years	
161	TUITION FEE INCREASE RECORDS Applications Approval	3 years		3 years	
	School Level Records				
162	ACTION / DEVELOPMENT PLANS School Improvement Plans Supervisory Plans	PERMANENT			
163	ADMISSION TESTS	3 years		3 years	After admitted
164	APPLICATIONS Accreditations Enrollment Entrance Examinations Graduation and Special Orders Permits/Recognitions	2 years		2 years	After granted
165	ATTENDANCE SHEETS / ATTENDANCE REPORTS (Form 2)	2 years		2 years	
166	BASIC SCHOOL MANAGEMENT COURSE TERM PAPERS	3 years		3 years	
167	BULLETINS OF INFORMATION	PERMANENT			
168	CALENDARS OF ACTIVITIES	1 year		1 year	
169	CASES / FEASIBILITY STUDIES / RESEARCHES	PERMANENT			
170	CLASS RECORDS				After graduated
	Anecdotal Records of Pupils/Students	5 years		5 years	
	Class Cards (Form 138-A)	PERMANENT			
	Class Observation and Supervisory Reports (Form 178)	PERMANENT			
	Class Schedules (Form 30)	1 year		1 year	
	Class Values Charts	1 year		1 year	
	Diplomas	PERMANENT			
	Lists of Honor Graduates	PERMANENT			
	Nutritional Status of Pupils	2 years		2 years	
	Report Cards (Form 138)	PERMANENT			
	Student Permanent Records (Form 137-A)	PERMANENT			
	Summary of Units Taken (Form 9)	PERMANENT			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
171	CLASS AND TEACHERS PROGRAMS Class Programs (Form 29) Summaries of Information of Teachers (Form 31) Teachers' Program (Form 30)	P E R M A N E N T			
172	CONSOLIDATED DATA OF TEACHING/ NON-TEACHING PERSONNEL (Form 31)	5 years		5 years	After updated/superseded
173	COURSES OF STUDY / SYLLABI	P E R M A N E N T			
174	ENROLLMENT SLIPS	1 year		1 year	
175	GRADING SHEETS	2 years		2 years	
176	LESSON PLANS	1 year		1 year	
177	LISTS Accredited Courses/Subjects Candidates for Graduation ENROLLMENT LISTS Graduates/Honor Graduates School Personnel and Officials	P E R M A N E N T P E R M A N E N T 2 years P E R M A N E N T 1 year		2 years 1 year	After superseded
178	LIBRARY FILES Accession Books (PF 146) Book Cards (PF 149) Borrower's Cards Catalogue Cards (PF 150)	P E R M A N E N T P E R M A N E N T 1 year P E R M A N E N T		1 year	After date of last entry
179	PERMITS Government Permits Government Recognitions Permits to Operate Permits to Study Tuition Fee Increases	P E R M A N E N T P E R M A N E N T 5 years 2 years 5 years		5 years 2 years 5 years	After expired After graduated
180	PROFILES Schools Socio-Economic of Pupils Students Teachers	P E R M A N E N T 5 years 5 years 5 years	10 years	5 years 5 years 15 years	After graduated After graduated After separated/retired
181	PROPOSED ORGANIZATION OF CLASSES DepEd-MTAP Quiz Bee Science Quiz	P E R M A N E N T			If implemented, otherwise dispose after 3 years
182	RANKING / LISTS OF HONOR STUDENTS	3 years		3 years	After graduated
183	RANKING OF TEACHER APPLICANTS	1 year		1 year	After updated
184	RECORDS OF STUDENT'S DISCIPLINARY ACTIONS	2 years		2 years	After graduated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
185	REPORTS Annual Reports Enrollment and Attendance (Form 3) Administrators Principals Monthly Enrollment (Form 2) Narrative Reports of Department Heads Number of Schools/Students/ Promotions (Summarized) Performance Indicators (Yearly Report) Physical Inventory Reports Reports on Promotion 18-A Secondary Schools 18-E1 Primary Grades I-IV 18-E2 Intermediate Grades V-VI School Fund/Financial Reports Summaries of Monthly Attendance (Form 7) Supervisory	PERMANENT 2 years 2 years 2 years 2 years 2 years PERMANENT 2 years PERMANENT 5 years 2 years 2 years		2 years 2 years 2 years 2 years 2 years 5 years 2 years 2 years	
186	REQUESTS Additional Courses Carry Overload Inclusion in the Enrollment Lists Summer Classes Transfer	2 years		2 years	After acted upon
187	SCHOOL CALENDARS	1 year		1 year	
188	SCHOOL REGISTERS (Form 1)	PERMANENT			
189	STUDENTS' TEST PAPERS/CLASS EXAMINATIONS	1 year		1 year	
190	SUPERVISORY PLANS FOR TEACHERS	1 year		1 year	
191	TEACHERS' SCHEDULES (Form 29)	1 year		1 year	
192	TEST RESULTS	2 years		2 years	After consolidation
193	TESTING MATERIALS	PERMANENT			Other copies, dispose after 1 year
194	YEAR BOOKS / ANNUAL BOOKS	PERMANENT			

9. Prepared by:

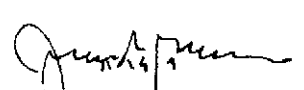

MAXIMO C. ALJIBE, Ph. D., CESO IV

Director III
Administrative Services
TWG Coordinator

10. Assisted by:


VENECIA C. MAXIMO
Senior Records Management Analyst

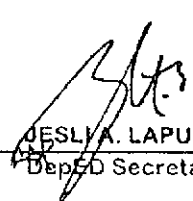
11. Recommending Approval:


JESUS G. GALVAN
OIC-USEC for Finance and Administration
Vice-Chairman, Technical Working Committee
on the Development of DepED Records Manual


ATTY. FRANKLIN C. SUNCA
Undersecretary for Legal Affairs
Co-Chairman, Technical Working Committee
on the Development of DepED Records Manual


RAMON C. BACANI
Undersecretary for Regional Operations
Chairman, Technical Working Committee
on the Development of DepED Records Manual

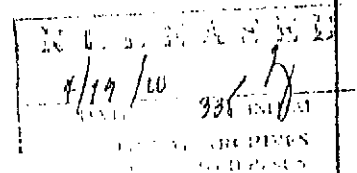
12. Approved:

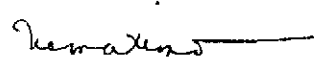

DESHA A. LAPUS
DepED Secretary

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




VENECIA C. MAXIMO
Chairman
Records Management Evaluation Committee

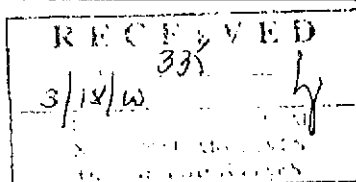
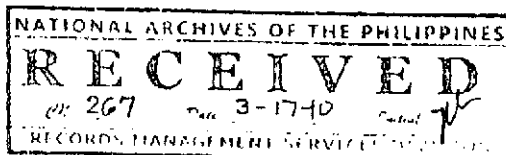
4/16/10

Date

APPROVED:


MARIETTA R. CHOU
Executive Director

April 19, 2010
Date



NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	EMAIL ADDRESS:
ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METERS:	
PREPARED BY: (Name and Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify tht 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

REPUBLIC OF THE PHILIPPINES
NATIONAL ARCHIVES OF THE
PHILIPPINES

PAMBANSANG SINUPAN NG PILIPINAS
1765 PAZ M. GUANZON STREET, PACO, MANILA,
TEL NOS. +632 8521-3034/+632 8642-9677
E-MAIL: nationalarchives@nationalarchives.gov.ph
WEBSITE: www.nationalarchives.gov.ph

NAP GENERAL CIRCULAR No. 5
October 10, 2023

To : HEADS OF ALL BRANCHES OF THE
GOVERNMENT, CONSTITUTIONAL
OFFICES, LOCAL GOVERNMENT
UNITS (LGUS), GOVERNMENT-OWNED
AND CONTROLLED CORPORATIONS
(GOCCs), GOVERNMENT FINANCING
INSTITUTIONS (GFLs), STATE
UNIVERSITIES AND COLLEGES
(SUCs), PHILIPPINE EMBASSIES,
CONSULATES AND OTHER
PHILIPPINE OFFICES ABROAD.

SUBJECT : GUIDELINES ON THE DISPOSAL
OF VALUELESS RECORDS IN
GOVERNMENT AGENCIES

RA 9470, the National Archives of the Philippines Act of 2007, renamed Records Management and Archives Office as the National Archives of the Philippines, mandated to plan, develop, prescribe, disseminate, and enforce policies, rules, and regulations, and coordinate government-wide programs governing the creation, general protection, use, storage and disposition of public records.

In compliance with Section 9 (1) (2) of Article II and Section 18 of Article III, the following guidelines on the disposal of valueless records in all government agencies are hereby fixed and issued for the guidance of all concerned.

All other issuances or parts thereof inconsistent with this Circular are hereby superseded and amended accordingly.

(Sgd.) VICTORINO MAPA MANALO, CESE
Executive Director

GUIDELINES ON THE DISPOSAL OF VALUELESS
RECORDS IN GOVERNMENT AGENCIESArticle I
COVERAGE

Rule 1.

This circular prescribes uniform standards or guidelines to be followed by the government agencies in the disposal or destruction of their valueless records.

These guidelines on the Disposal of Valueless Records in Government Agencies consist of six (6) parts: (1) Coverage, (2) Definition of Terms, (3) General Requirements on the Disposal of Valueless Records, (4) Records Disposal Procedures, (5) Offenses and Penalties, and (6) Miscellaneous Provisions.

The General Records Disposition Schedule (GRDS) common to ALL GOVERNMENT AGENCIES series of 2023 is attached to these guidelines.

Article II
DEFINITION OF TERMSRule 2. *Definition*

Administrative Value – refers to the usefulness of records to the originating or succeeding agency in the conduct of current business;

Agency – refers to any agency other than the National Archives of the Philippines;
Agency Personnel Concerned – refers to Agency Records Officer/Archivist/Records Custodian;

Appraisal – refers to the study of records, their relationships, and contents to determine their utility values as to administrative, fiscal, legal, and archival Value and time values, whether temporary or permanent;

Authorized Representative – refers to an official/employee given the right to act as a witness in the disposal of valueless records;

Authority – refers to a conclusive statement leading to an official decision;

Authority to Dispose of Records – refers to written permission issued by the Executive Director of the National Archives of the Philippines (NAP) to government agencies for the destruction of valueless records;

Disposal – refers to the act of selling, landfill/burying, or any other way of discarding valueless records in accordance with the provision of R.A. 9470;

Disposal Procedures – refer to a series of steps in the disposal of valueless records;

Economical Disposal – refers to management ways of discarding valueless records that will generate savings in terms of space, equipment, human resources, and other source of income;

Evaluation – refers to the act of examining disposable records to assess their Value, quality, importance, and extent of physical condition;

Examination – refers to the process of looking at and considering something carefully;

Executive Director – refers to the head of the National Archives of the Philippines;

Financial Records – refer to records created and maintained by the Agency about their financial transactions and obligations;

Fiscal Value – refers to the relative worth or usefulness of records pertaining to financial transactions and obligations of agencies and organizations;

General Records Disposition Schedule – refers to a records control schedule governing the Disposition of specified recurring records series common to all government agencies issued by National Archives of the Philippines;

Inventory – refers to a descriptive listing of the records holding by record series indicating its specific location, inclusive dates and volume in cubic meters; conduct of related activities to locate, identify, describe, count, and measure all records in the office and storage area including all loose and bound papers, microfilms, optical disks, and magnetic tapes and disks;

Legal Value – refers to the Value of records containing evidence of legally enforceable rights or obligations of government and/or private person;

Letter of Availment – refers to letter of agencies availing the services of the NAP official buyers of valueless records;

Mode of Disposal – refers to the destruction of valueless records by Sale, Landfill/ Burying, or any other ways;

Permanent Records – refer to records whose usefulness is worthy of preservation because of their administrative, legal and/ or archival (historical and research) significance;

Public Records – refer to records or classes of records, in any form, in whole or in part, created or received, whether before or after the effectivity of RA 9470, by a government agency in the conduct of its affairs, and have been retained by that government agency or its successors as evidence or because of the information contained therein;

Records – refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

- (1) in written form on any material; or
- (2) on film, negative, tape, or other medium so as to be capable of being reproduced: or
- (3) by means of any recording device or process, computer, or other electronic device or process;

Records Disposition – refers to the systematic transfer of non-current records from office to storage area, identification and preservation of archival records, and the destruction of valueless records;

Records Disposition Schedule – refers to a listing of records series by organization showing, for each records series, the period of time it is to remain in the office area, in the storage (inactive) area, and its preservation or destruction;

Records Series – refer to a 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 unique form;

Request for Authority to Dispose of Records – refers to NAP Form No. 3 used in the disposal of valueless records;

Requesting Agency – refers to any agency other than the National Archives of the Philippines who have filed a request for authority to dispose of records;

Retention Period – refers to the 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;

Temporary Records – refer to records that already serve the purpose for which they had been created;

Valueless Records – refer to all records that have reached the prescribed retention periods and outlived the usefulness to the Agency or the government as a whole;

Volume of Records – refers to the quantity of records in terms of cubic meter.

Article III

GENERAL REQUIREMENTS ON DISPOSAL OF VALUELESS RECORDS

Rule 3. *General Requirements*

- 3.1. Use the General Records Disposition Schedule (GRDS), Agency Records Disposition Schedule (RDS) and/ or specific laws and regulations in determining public records for disposal.
- 3.2. Ensure that only records with a Disposal Schedule are destroyed after the completion of its period for storage.
- 3.3. Ensure that records to be disposed have a number and subject/title as in the Agency Records Disposition Schedule and General Records Disposition Schedule.

- 3.4. Conduct periodic examination of agency files at least once a year to identify valueless records that can be requested for disposal.
- 3.5. Separate the records for disposal from those for further retention as suggested by the National Archives of the Philippines.
- 3.6. Do not dispose any public records under their administration and control without authority from the National Archives of the Philippines.
- 3.7. Do not dispose public records that are involved in any case until they are finally decided upon or settled.
- 3.8. Do not dispose financial records that are subject to audit by the Commission on Audit until they are post-audited and finally settled.

Article IV DISPOSAL PROCEDURES

Rule 4. Determination of Valueless Records for Disposal

- 4.1. Agency personnel concerned shall determine the valueless records by checking their specific and authorized retention periods using the Agency's RDS, GRDS and/or specific laws and regulations as the legal basis.
- 4.2. Agency personnel concerned shall estimate the volume of the valueless records to determine and facilitate economical disposal.

Rule 5. Request for Authority to Dispose

- 5.1. Agency personnel concerned shall accomplish the Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly fill out the specific record series, period covered, volume, and authorized retention periods in the Agency RDS, GRDS and/or specific laws and regulations are complied with such as:
 - 5.1.1. financial records that are subject to audit by the Commission on

Audit (COA) were post audited and finally settled and

- 5.1.2. the records involved in a case or investigation were finally decided upon or settled.

- 5.2. Upon completion of the Request for Authority to Dispose of Records and the agency officials concerned have approved and signed the request, agency personnel involved shall submit the same to NAP.

Rule 6. Evaluation of Disposable Records

- 6.1. Upon receipt of the Request for Authority to Dispose of Records, the same shall be forwarded to the Chief of Records Management Services Division (RMSD) for NCR and Luzon requests; Head of Cebu Regional Archival Network (RAN) for Visayas requests and Head of Davao Regional Archival Network (RAN) for Mindanao requests.
- 6.2. The Chief of RMSD/Cebu RAN/Davao RAN concerned shall assign a division staff to evaluate the records requested for disposal, who shall then prepare and submit an analysis report based on their evaluation and/or examination.

Rule 7. Authority To Dispose

- 7.1. The Executive Director, upon the recommendation of the Chief of RMSD/Cebu RAN/ Davao RAN and based upon their final evaluation and judgment, shall issue the Authority to Dispose of Records indicating therein the mode of disposal.

Rule 8. Notification Of Actual Disposal

- 8.1. Upon approval of the Request for Authority to Dispose of Records, the requesting Agency shall be notified of its approval.
 - 8.1.1. In case the mode of disposal is by Sale, the guidelines on Government Procurement shall

be followed in the selection of contracted buyers. A copy of the contract shall be submitted to NAP prior to the actual disposal. For agencies that opted to avail the services of NAP official buyer, a letter of availment shall be submitted to NAP.

- 8.2. The Chief of RMSD/Cebu RAN/Davao RAN concerned shall inform the requesting Agency of the actual date of disposal, which will notify its Resident Auditor on the date of actual disposal.

Rule 9. Segregation And Custody Of Valueless Records

- 9.1. The Records Officer/Archivist/Records Custodian of the Agency shall supervise the segregation of valueless records and be responsible for their safekeeping until their actual disposal.

Rule 10. Actual Disposal

- 10.1. Authorized Representatives shall witness actual disposal from the requesting Agency, NAP, and COA to ensure that the records to be disposed of are the same ones authorized for disposal.
- 10.2. Witnessing of actual disposal by NAP authorized Representative shall be dispensed with for those agencies that have been compliant with all the government recordkeeping requirements as ascertained by NAP or in instances deemed appropriate and expedient by the Executive Director based on economy, nature of records series involved and track records of the Agency.

Rule 11. Certificate of Disposal

- 11.1. A Certificate of Disposal shall be prepared in three (3) copies by the NAP authorized Representative who will witness the actual disposal of records

and ensure that all pertinent data are complete.

- 11.2. In cases where the witnessing by NAP authorized Representative is dispensed with, the Records Officer/Archivist/Records Custodian of the Agency shall prepare the said Certificate of Disposal in three (3) copies.

- 11.3. The distribution of copies shall be as follows: Requesting Agency - Original Copy; NAP - 2nd Copy; and COA - 3rd Copy.

Rule 12. Proceeds Of Sale

- 12.1. All proceeds realized from the sale of valueless records shall be remitted to the National Fund, Local Government Fund, Revolving or Trust Fund.

Rule 13. Disposal of Damaged Public Records

- 13.1. Disposal of damaged permanent public records and damaged public records that have not yet passed their prescribed retention periods shall be considered for authorized disposal only upon submission to NAP of the following requirements:

- 13.1.1. Official Report pertaining to the non-usability and extent of damage done to the records; causes of the damage to the public records; photo documentation and information on what other agency records series can the data or information of the damaged public records be found;
- 13.1.2. Request for Authority to Dispose of Records (NAP Form No. 3) in three (3) copies and properly filled out with the specific records series, period covered and volume of the damaged public records, approved and signed by agency officials concerned;

13.1.3. Certification that the said damaged public records that are subject of audit by the Commission on Audit were post-audited and finally settled, and/or the records involved in a case or investigation were finally decided upon or settled; and,

13.1.4. If expediency demands and upon the order of the Executive Director, an official report from the NAP Representative shall conduct an actual physical inspection and evaluation of the damaged public records.

13.2. Upon issuance of authority to dispose, the same disposal procedures in these guidelines shall be strictly complied with.

Article V

OFFENSES AND PENALTIES

Rule 14. *Offenses*

14.1. A person who, willfully or negligently, damages a public record or disposes of or destroys a public record in violation of the provisions of R.A. 9470 and its IRR or contravenes or fails to comply with any provision of said Act

and its IRR shall be deemed to have committed an offense.

Rule 15. *Penalties*

15.1. Any public officer committing any of the unlawful acts of omissions mandated under R.A. 9470 shall be punished by a fine of not less than Five Hundred Thousand Pesos (Php 500,000.00) but not exceeding One Million Pesos (Php 1,000,000.00) or be imprisoned for not less than five (5) years but not more than fifteen (15) years and/or both fine and imprisonment at the discretion of the court without prejudice to the filing of administrative charges that would result to such public officer's perpetual disqualification from public office, and forfeiture, in favor of the government, of his salary and other lawful income.

Article VI

MISCELLANEOUS PROVISIONS

Rule 16. *Repealing Clause*

All orders, rules, and regulations or part thereof, which are inconsistent herewith, are hereby repealed or amended accordingly.

Rule 17. *Effectivity*

This Circular shall take effect fifteen (15) days after its publication in the *Official Gazette*.

 NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinuport ng Pilipinas GENERAL RECORDS DISPOSITION SCHEDULE Common to all Government Agencies Series of 2023		
ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	ADMINISTRATIVE AND MANAGEMENT RECORDS	
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

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
17 (con't)	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION FILES Documented Information Retained Quality Objectives Functional Quality and Action Plan Top Level and Functional Auditor / Auditee Evaluation Competency Gap Assessment for Auditors Conference Notice Context of the Organization Logs (COTO) Feedback Mechanism/ Customer Satisfaction Survey / Issue Logs Stakeholder's Analysis / Requirements Strengths, Weaknesses, Opportunities, Threats (SWOT) Document Review and Approval Record Masterlists Minutes of Management Review / IQA Meeting Non-Conformity Matrix Quality References (QR) Reports External / Internal Quality Audit (IQA) IQA Status Key Performance Measures Summary / Graph Analysis Monthly Accomplishment / Summary Non-Compliance and Corrective Action Quality Workplace Evaluation Root Cause Analysis Risk / Opportunity Assessment Register ISO Certifications	3 years after superseded 2 years 2 years 1 year 3 years after evaluated 3 years 3 years 1 year 3 years PERMANENT 4 years 2 years 3 years 3 years 4 years 2 years after evaluated 2 years 3 years PERMANENT, other copies can be disposed of 2 years after expired / renewed
18	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
19	LISTS Associations Committees Cooperatives Donors Mailings	1 year after updated
20	LOGBOOKS Incoming/Outgoing Correspondence Visitors Ordinary Very Important Persons	2 years after date of last entry 2 years after date of last entry PERMANENT
21	MANUALS OF OPERATION	PERMANENT, other copies can be disposed of 5 years after revised
22	MEETINGS / PROCEEDINGS FILES Agenda Minutes Audio Recordings Board / Executive Committee Staff Notices	1 year 1 year after final minutes is prepared and approved by the committee PERMANENT 1 year 1 year
23	OFFICIAL GAZETTES	PERMANENT
24	PLANS Action / Work Strategic	3 years after implemented
25	PRESS RELEASES (ABOUT OR BY THE AGENCY)	PERMANENT

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
26	PROPOSALS	PERMANENT if implemented, otherwise dispose 5 years from the date of record
27	PUBLICATIONS (RECORD SET)	PERMANENT
28	REORGANIZATION RECORDS	PERMANENT
29	REPORTS	
	Acceptance	2 years
	After Activity (Trainings, Seminars, Meetings)	2 years after incorporated in the Annual Report
	Annual / Special	
	Agency	PERMANENT
	Division / Section / Unit / Office	2 years after incorporated in the Agency Annual Report
	Inspection	2 years
	Monthly / Semi-Annual / Weekly / Quarterly	2 years after incorporated in the Annual Report
	Terminal	PERMANENT
30	SLIPS	1 year
	Locator	
	Permission	
	Routing	
31	SPEECHES (RECORD SET)	PERMANENT
32	STANDARD OPERATING PROCEDURES (SOP)	PERMANENT
33	TRIP TICKETS	1 year
34	VIDEO RECORDINGS	
	Closed-Circuit Television (CCTV)	6 months after status report on operations had been prepared
	Regular Activities	1 year
	Special Activities / Events	PERMANENT
35	WORK PROGRAMS	3 years after implemented
BUDGET RECORDS		
36	ALLOTMENT FILES	
	Advices	
	Allotment	3 years
	Modification (MAF)	3 years after settled
	Use of Personal Service(PS)	3 years after settled
	Agency Budget Matrixes	3 years
	Allotment Release Orders	3 years
	General (GARO)	
	Special (SARO)	
	Obligation Request/Slips (ORS formerly ALOBS)	3 years
	Plan of Work and Request for Allotment	3 years
	Registries	10 years
	Allotment, Obligations and Disbursement	
	Capital Outlays (RAODCO)	
	Financial Expenses (RAODFE)	
	Maintenance and Other Operating Expenses	
	Personal Services (RAODPS)	
	Budget, Utilizations and Disbursement	
	Requests for Obligation of Allotment (ROA)	3 years
	Statement of Allotment, Obligations and Balances (SAOB)	3 years
	Statement of Appropriations, Allotment and Advice (SAAA)	3 years
37	ANNUAL / SPECIAL / SUPPLEMENTAL BUDGETS	3 years
38	BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS	3 years
	Aging of Due and Demandable Obligations(ADDO) - FAR No 3	
	Lists of Allotments and Sub-Allotments(LASA)-FAR No. 1-B	

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
38 (cont)	BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS Monthly Report of Disbursements (MRD) - FAR No. 4 Quarterly Physical Report of Operation (QPRO) - BAR No. 1 Quarterly Report of Revenue and Other Receipts (QRROR) - FAR No. 5 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) - FAR No. 1 Statement of Approved Budget, Utilizations, Disbursements Balances (SABUD) - FAR No. 2 (for Off - Budget Fund) Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE) - FAR No. 1 - A Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) - FAR No. 2 - A (for Off - Budget Fund)	3 years
39	BUDGETARY CEILINGS	3 years
40	BUDGET ESTIMATES INCLUDING ANALYSIS SHEETS AND ESTIMATES OF INCOME	3 years
41	BUDGET EXPENDITURES Programs Source of Financing	5 years
42	BUDGET ISSUANCES (THOSE USED AS AUTHORITY FOR AGENCY TRANSACTIONS)	10 years
43	BUDGET PROPOSALS	3 years
44	BUDGET SHEET ANALYSIS	3 years
45	BUDGET UTILIZATION REQUEST AND STATUS (BURS)	3 years
46	GENERAL APPROPRIATIONS ACTS	3 years
47	NOTICES Allocations Cash Transfer Request and Status Adjustment Budget Utilization Obligation	3 years
48	ORGANIZATIONAL PERFORMANCE INDICATOR FRAMEWORK (OPIF)	PERMANENT
49	SPECIAL / SUPPLEMENTAL BUDGETS	3 years
50	WORK AND FINANCIAL PLANS	3 years
FINANCIAL AND ACCOUNTING RECORDS		
51	ABSTRACTS Daily Collections Deposits and Trust Funds General Collections Sub - Vouchers	5 years 5 years 5 years 2 years
52	ADVICES Checks Issued and Cancelled Remittance	4 years 10 years
53	ANNUAL STATEMENTS OF ACCOUNTS PAYABLE	PERMANENT
54	AUDITOR'S CONTRACT CARDS	3 years
55	AUTHORITIES FOR ALLOWANCES	2 years after terminated

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
56	AUTHORIZATIONS Overtime Purchase of Equipment/Property Transfer of Fund Travel	1 year after expired
57	BANK SLIPS Deposits Remittances Withdrawal	10 years
58	BILLS	10 years after settled
59	BONDING FILES Action Applications/Requests Fidelity/Surety Bond Indemnity for Issuance of Due Warrant	3 years 3 years 5 years after expired / terminated 3 years
60	BOOKS OF ORIGINAL ENTRY Journals Analysis of Obligation Bill Rendered Cash Cash Disbursement Cash Receipts Check Disbursement Checks Issued Collection and Deposit Disbursement by Disbursing Officer General Ledgers Expense General Subsidiary	PERMANENT
61	CASH FILES Allocation Ceilings Disbursements Flow Charts Receipts Registers Disbursements In Bank Receipts	3 years after settled 10 years provided post audited, finally settled, and not involved in any case PERMANENT 10 years provided post audited, finally settled, and not involved in any case PERMANENT
62	CERTIFICATES Settlement and Balances Shortages	10 years provided post audited, finally settled, and not involved in any case
63	CERTIFICATIONS OF AVAILABILITY OF FUNDS	1 year after settled
64	CHECKS AND CHECK STUBS	10 years provided post audited, finally settled, and not involved in any case
65	CLAIMS Health Benefits Hospital Insurance	10 years after settled
66	COMMISSION ON AUDIT FILES Findings and Recommendations Management Letters Notice of Decision Reports Annual Audit Observation	10 years after complied / settled

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
67	DAILY CASH FLOW	3 years after settled
68	DAILY STATEMENT OF COLLECTIONS	5 years
69	FINANCIAL STATEMENTS Balance Sheets Cash Flows (Annual) General Purpose Income Operations	PERMANENT
70	INDICES OF PAYMENTS Creditors Employees Sundry Payments by Checks / Warrants	5 years 15 years after retired / separated PERMANENT
71	ITINERARY OF TRAVEL	1 year
72	JOURNAL ENTRY VOUCHERS	12 years provided post-audited, finally settled, and not involved in any case
73	LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - AUTHORITY TO DEBIT ACCOUNTS	4 years after settled / post-audited
74	LISTS OF REMITTANCES Loans Premiums	10 years after updated and reconciled
75	LOGBOOKS OF GENERAL FUNDS	3 years after date of last entry
76	MONTHLY SETTLEMENTS OF MONTHLY SUBSIDIARY LEDGER BALANCE	2 years provided settled
77	NOTICES Cash Allocation Disallowances Dishonored Checks Suspensions Transfer of Allocation	3 years after settled
78	OFFICIAL CASH BOOKS	PERMANENT
79	OFFICIAL RECEIPTS	10 years provided post-audited, finally settled, and not involved in any case
80	ORDERS OF PAYMENT	10 years after settled
81	PAYROLLS	10 years provided post-audited, finally settled, and not involved in any case
82	PAYROLL PAYMENT SLIPS / PAY SLIPS	10 years provided settled
83	QUARTERLY STATEMENTS OF CHARGES TO ACCOUNTS PAYABLE	10 years
84	REGISTERS Accounts Written-Off Checks Released Checks/Warrants Checks/Warrants Control Payroll Petty Cash Fund	PERMANENT
85	RELIEFS FROM ACCOUNTABILITY Decisions Requests	10 years provided a copy is filed with 201 files

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
	HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS	
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

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
97	ATTENDANCE MONITORING SHEETS	1 year
98	AUTHORITIES / REQUESTS TO CREATE OR FILL VACANT POSITIONS	2 years after vacant positions had been filled up
99	AWARDS / BENEFITS / GRATUITY	5 years after retired / separated from service
100	CERTIFICATES Rural Service Trainings / Seminars Attended	5 years after retired / separated from service
101	CERTIFICATIONS Employment Residency Service	1 year
102	CHANGE OF MARITAL STATUS / NAME	5 years after retired / separated from service
103	COMPARATIVE DATA MATRIX OF EMPLOYEES	2 years
104	DAILY TIME RECORDS	1 year after data had been posted in leave cards and post-audited
105	DESIGNATIONS / DETAILS	5 years after retired / separated from service
106	DUTIES AND RESPONSIBILITIES	5 years after retired / separated from service
107	EMPLOYMENT / PROMOTION FILES Application Letters with Supporting Documents Comparative Assessment / Evaluation Interview Evaluation / Score Sheets Summary of Rating Test Papers	1 year after vacant positions had been filled up
108	GENDER AND DEVELOPMENT (GAD) FILES Accomplishment Reports Plans and Budget	2 years after purpose had been served
109	HANDWRITING SPECIMENS / SIGNATURE	PERMANENT
110	JOB ORDER EMPLOYMENT CONTRACTS WITH SUPPORTING DOCUMENTS	5 years after terminated
111	LEAVE CREDIT CARDS	15 years after settled
112	LISTS OF ELIGIBLES/NON - ELIGIBLES	1 year after updated
113	LOGBOOKS Arrival and 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
114	MEDICAL CERTIFICATES IN SUPPORT OF ABSENCE ON ACCOUNT OF ILLNESS / MATERNITY / RETURN TO WORK	3 years after absences had been recorded in leave cards
115	MEMBERSHIP FILES GSIS Pag - Ibig PhilHealth	15 years after mandatory retirement and settled
116	MERIT SELECTION AND PROMOTION PLANS	1 year after superseded
117	ON THE JOB TRAINING FILES Certificate of Completion Memorandum of Agreement	1 year 1 year after Certificate of Completion has been issued

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117 (con't)	ON THE JOB TRAINING FILES Recommendation with Students Profile	1 year after Certificate of Completion has been issued
118	PERFORMANCE BASED BONUS RECORDS	3 years
119	PERFORMANCE FILES Appraisal Career Advancement through Constant Performance Appraisal Through Constant Encounter (PACE) Job Fit and Behavior Performance Commitment and Review Division (DPCR) Individual (IPCR) Office (OPCR) Performance Journal Performance Monitoring Tools and Reports Personnel Ranking for the Performance Based Bonus Rating Cards Summary Lists of Individual Performance Rating Target Worksheets	1 year after the final rating has been determined 2 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 3 years after the final rating has been determined 5 years after the final rating has been determined 2 years 1 year after the final rating has been determined
120	PERMISSION TO ENGAGE IN BUSINESS / PRIVATE	1 year after expired
121	REINSTATEMENTS	5 years after retired / separated from service
122	RELIEF OF ACCOUNTABILITY	5 years after retired / separated from service
123	SALARY STANDARDIZATION RECORDS	5 years after retired / separated from service
124	PERSONNEL FOLDERS (201 FILES) Academic Records Acceptance of Resignation Administrative Cases Appointments Approval of Retirement Assumption to Duty Certificates Eligibility Leave Credits Clearance (Latest) Notice of Salary Adjustments (Step Increment / Tranche) Oath of Office Personal Data Sheet (Curriculum Vitae / Resume) Position Descriptions Service Records (Updated) Statements of Assets, Liabilities and Network (SALN)	15 years after retired / separated from service
125	PLANTILLA OF PERSONNEL	PERMANENT, other copies dispose after 3 years
126	POSITION ALLOCATION LISTS	3 years
127	POSITION CLASSIFICATIONS AND PAY PLANS	5 years after superseded
128	RECOMMENDATIONS / REFERRALS	1 year after acted upon
129	REPORTS Examinations Personnel Actions	1 year PERMANENT
130	REQUESTS Accumulated Leave Credits Approval on Promotions Changes of Status Monetization Reinstatements Transfers	1 year after acted upon/cleared
131	RETURN SERVICE CONTRACT	5 years after fulfilled

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
132	SERVICE CARDS	PERMANENT
133	STAFFING PATTERNS	PERMANENT
INFORMATION TECHNOLOGY RECORDS		
134	COMPUTER REPAIR HISTORY RECORDS	1 year after equipment had been disposed
135	DATABASES	2 years after system had been decommissioned, obsolete and migrated
136	DIGITAL MEDIA FOR DISASTER RECOVERY	PERMANENT if implemented otherwise dispose after 5 years
137	INFORMATION SYSTEM STRATEGIC PLANS	3 years
138	INVENTORIES OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT	1 year after updated
139	LOGBOOKS OF RELEASING AND ACCEPTANCE OF EQUIPMENT	2 years after date of last entry
140	MIGRATION PLANS	3 years after revised
141	NETWORK LAYOUT AND DIAGRAM	2 years after revised
142	PREVENTIVE MAINTENANCE REPORTS	2 years
143	PROGRAM / SYSTEM DOCUMENTATION RECORDS	2 years after system had been decommissioned
144	REQUESTS Information System Development / Enhancement Software Installation	1 year after acted upon
145	SOFTWARE LICENSES / CERTIFICATES	2 years after upgraded / obsolescence of software
146	USER'S MANUAL OF INFORMATION SYSTEMS	3 years after the information system had been replaced / decommissioned
LEGAL RECORDS		
147	AFFIDAVITS	1 year after purpose had been served
148	ARTICLES OF INCORPORATION / BY-LAWS	PERMANENT
149	CASES	7 years after finally settled except for decisions which are PERMANENT
150	CERTIFICATE OF NO PENDING CASE	1 year after issuance
151	COLLECTIVE NEGOTIATION AGREEMENT (CNA)	1 year after amended
152	COMPLAINTS / PROTESTS	5 years after settled
153	CONTRACTS	5 years after renewed / terminated and / or finally settled
154	DECISIONS	PERMANENT
155	DEEDS OF DONATION / SALE	PERMANENT
156	LEGAL OPINIONS	PERMANENT
157	MEMORANDA OF AGREEMENT / UNDERSTANDING	PERMANENT
158	PETITIONS	5 years after settled
159	RESOLUTIONS	PERMANENT

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
160	SPECIAL POWERS OF ATTORNEY	1 year after purpose had been served
161	SUBPOENAS Ad Testificandum Duces Tecum	3 years or to be filed with appropriate record series
PROCUREMENT AND SUPPLY RECORDS		
162	ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENTS (ARE) / MEMORANDUM RECEIPTS (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year after equipment had been returned /disposed
163	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS	2 years
164	BID AND AWARDS COMMITTEE FILES Abstracts Invitations Minutes Pre / Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated / settled, others dispose after 1 year
165	BILLS OF LADING	2 years after delivery had been accepted
166	BIN / STOCK CARDS Property Supplies	1 year after property had been disposed 3 years after date of last entry
167	CANVASS OF PRICES	2 years
168	DELIVERY RECEIPTS	2 years
169	DISPOSAL COMMITTEE RESOLUTIONS	5 years after equipment had been disposed
170	INVENTORY AND INSPECTION REPORTS OF PROPERTIES	1 year after property had been disposed
171	INVENTORY FILES Custodian Slips Equipment and Supplies Tag Cards	1 year after supply / equipment had been returned 1 year after updated 1 year after updated
172	INVOICES / RECEIPTS Accountable Forms (Accomplished) Deliveries on Supply Open - End Order Contracts Properties / Transfer of Properties	3 years after issuance of clearance had been terminated / after property had been returned 5 years 3 years after issuance of clearance had been terminated / after property had been returned
173	JOB ORDERS	1 year
174	LISTS OF SUPPLIES UNDER SUPPLY OPEN-END	5 years
175	PROCUREMENT PLANS / PROGRAMS Annual Project Procurement Management (PPMP)	3 years
176	PROPERTY, PLANT AND EQUIPMENT LEDGER CARDS	2 years after equipment had been disposed
177	PURCHASE FILES Orders Requests	4 years 1 year
178	QUERIES ON PRICES OF ARTICLES, ADDITIONAL FUNDS TO MEET QUOTATIONS	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
179	REPORTS Fuel Consumption Incident Inspection and Acceptance Lost, Stolen, Damaged and Destroyed Property Physical Count Inventories Property, Plant and Equipment Semi-Expandable Property Procurement Monitoring Property Transfer Supplies and Materials Issued Waste Materials	2 years 2 years after acted upon 2 years 2 years 3 years after audited 2 years 1 year after property had been disposed 1 year 2 years
180	REQUISITION AND ISSUE SLIPS / REQUISITION ISSUE VOUCHERS	1 year or file with appropriate records series
181	SHIPPING AND PACKING LISTS ON ITEMS PURCHASED	1 year
182	SUPPLIERS IDENTIFICATION CERTIFICATES WITH PROCUREMENT	2 years after renewed
183	SUPPLIES FILES Adjustment Sheets Availability Inquiries Ledger Cards Purchase Journals	1 year after post-audited 1 year 5 years 5 years
TRAINING RECORDS		
184	APPLICATIONS	1 year after obligatory requirement had been settled
185	ATTENDANCE SHEETS	6 months after scanned and stored to database
186	CALENDARS	1 year after superseded
187	COURSE DESIGNS / OUTLINES / SYLLABI	1 year after superseded
188	EVALUATIONS Pre / Post Summary Survey Questionnaires	1 year after incorporated in the summary report 2 years 1 year after data had been evaluated
189	FEEDBACK	1 year
190	HANDOUTS	1 year after superseded
191	INVITATIONS	1 year
192	LISTS OF SEMINARS CONDUCTED / COORDINATED	1 year
193	MASTERLISTS OF PARTICIPANTS	PERMANENT
194	NOMINATION	1 year
195	PRESS / PHOTO RELEASES (ABOUT OR BY THE AGENCY)	PERMANENT
196	PROGRAMS / PLANS	1 year after superseded
197	REPORTS	2 years
198	REQUESTS In-House Trainings Quotations Refunds	1 year after acted upon
199	RESOURCE SPEAKER PROFILES	1 year
200	SCHEDULES OF TRAINING / SEMINAR	1 year after superseded
201	WORKSHOP RESULTS	1 year