

MASTER COPY
hmb

IAG Memo No. 33-2022




BUREAU OF CUSTOMS
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



BOC-03-11039 A

MEMORANDUM

TO : **All Deputy Collectors, for Admin/Equivalent Officer
All Chiefs, Administrative Divisions/Equivalent Units
Administrative Officers/Assistants & Aides
And Others Concerned**

FROM : 
DONATO B. SAN JUAN
Deputy Commissioner, IAG and Chief of Staff, OCOM

SUBJECT : **Inventory of Records Required by the National
Archives of the Philippines (NAP) Using Form No. 1**

DATE : 14 July 2022

1. The Bureau's request from NAP to Update the 1982 Version of BOC-Records Disposition (RDS) is now in progress.
2. As part of the process, NAP requires that all divisions/units shall conduct inventory of their record holdings using NAP Form 1 for the Inventory and Appraisal of Records.
3. In this regard, it is hereby required that all ports/subports/divisions/units shall conduct their Inventory of Records using the NAP Form 1 (attached as Annex-A).
4. For consolidation purposes and preparation of the final report of inventory, kindly submit your compliance to the Chief, CRMD thru email address, crmd@customs.gov.ph or thru VG of BOC-CRMD-IAG on or before **22 July 2022**.
5. The Records Management Improvement Committee (RMIC) shall evaluate the same prior submission to NAP.
6. For strict compliance.

MASTER COPY *fmj*

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		RECORDS INVENTORY AND APPRAISAL		AGENCY ADDRESS		ORGANIZATIONAL UNIT PERSON-IN-CHARGE OF FILES		TELEPHONE NO.: DATE PREPARED	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD Active Storage Total	DISPOSITION PROVISION

LEGEND:

TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal

L - Legal Arc - Archival

PREPARED BY: _____

ASSISTED BY: _____

APPROVED BY: _____

Name and Position

NAP Records Management Analyst

Chief of the Division/Department