



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**TO** : All District/Port Collectors  
All Deputy Collectors for Administration or Equivalent Unit  
All Chiefs, Administrative Division or Equivalent Unit

**FROM** : Internal Administration Group

**SUBJECT** : 2017 Action Plan / BOC-Records Management

**DATE** : March 15, 2017

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In order to enhance the Records Management of this Bureau, all Administrative Officers of Administrative Divisions or Equivalent Units are hereby required to submit their 2017 Action Plan/s on this matter.

Attached is a template of the action plan which you may apply or changes thereto may be effected in accordance to your own schedules.

Kindly submit the same to the Chief, CRMD on or before March 31, 2017 thru email address at [gladys.sa.crmd@gmail.com](mailto:gladys.sa.crmd@gmail.com).

Thank you.

A handwritten signature in black ink, appearing to read "Alfredo A. Palma".

**ALFREDO A. PALMA**  
OIC-Deputy Commissioner  
Internal Administration Group



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**RECORDS MANAGEMENT**  
ACTION PLAN  
YEAR 2017

Group/Office/Division/Port/Subport \_\_\_\_\_

DESCRIPTION OF ACTIVITIES	CALENDAR / SCHEDULE	RESPONSIBLE PERSON	Activity Indicators	Remarks (to filled up at the end of the year)
<p><b>A.</b>Creation of File Break for General and BOC Transactional Records of Year 2016</p> <p><i>-All files created/accumulated in year 2016 are grouped on a per transaction basis and/or on a monthly basis</i></p> <p><b>B.</b>Inventories of Records</p> <p><i>-All available Records Holding are identified, classified and arranged in a chronological manner.</i></p>	<p>January 1-15, 2017</p> <p>Feb 15, 2017 to March 15, 2017</p>	<p>Records Officer Admin Office/Division</p> <p>Or of any Division /Unit/Section</p> <p>Records Officer Admin Office/Division</p> <p>Or of any Division /Unit/Section</p>	<p>Physical Storage Room, where hard copy records are secured and safely kept</p> <p>Picture/s</p> <p>Listing/s of records</p> <p>Physical Storage Room, where hard copy records are secured and safely kept</p>	
<p><b>C.</b>Identification of Records which are eligible for disposal</p>	<p>April 15, 2017 to June 15, 2017</p>	<p>Records Officer Admin Office/Division</p>	<p>Listing of records</p> <p>Physical Storage Room, where hard copy records are secured and safely kept</p>	

<p>-Based on the inventory, the records are evaluated using the General Records Disposition Schedule (GRDS) or BOC Records Disposition Schedule (BOC-RDS), and determine if those records already served its purpose and not involved nor connected in any administrative or judicial cases, therefore already eligible for disposal.</p> <p>-Records Holdings are segregated and stored at:</p> <ol style="list-style-type: none"> <li>1) storage room of records eligible for disposal</li> <li>2) storage room of records which must be retained (Active Files)</li> </ol> <p>-Request [from National Archives of the Philippines (NAP)] Authority to Dispose of Records, using the attached Form labeled as Annex A, is prepared and/or properly filled up.</p>	<p>June 16-30, 2017</p>	<p>Or of any Division /Unit/Section</p> <p>CRMD</p> <p>Records Officer Admin Office/Division</p> <p>Or of any Division /Unit/Section</p>	<p>Picture/s</p> <p>Listing of records</p> <p>For ready reference Copy on file: CMO 11-2015 General RDS BOC RDS</p> <p>NAP Request From Properly Filled Up and Received by the NAP</p> <p>Transmittal Letter</p>	<p>NAP Request From Properly Filled Up and Received by the NAP</p> <p>Transmittal Letter</p>
<p>D.Request for Authority to Dispose of Records transmitted to NAP</p>	<p>June 16-30, 2017</p>	<p>CRMD</p> <p>Records Officer Admin Office/Division</p> <p>Or of any Division /Unit/Section</p>	<p>NAP Request From Properly Filled Up and Received by the NAP</p> <p>Transmittal Letter</p>	<p>NAP Request From Properly Filled Up and Received by the NAP</p> <p>Transmittal Letter</p>



<p><b>E.Actual Disposal of Records Conducted</b></p> <p><i>-At this stage, schedules are dependent on the evaluation and findings of the NAP, likewise schedules of the official buyer contracted by the NAP.</i></p>	<p>July 1, 2017 Dec 15, 2017 (BoC Flexible proposed schedules)</p>	<p>Records Officer Admin Office/Division Or of any Division /Unit/Section</p>	<p>Physical Storage Room, where hard copy records are secured and safely kept Picture/s NAP Request From Properly Filled Up and Received by the NAP Transmittal Letter NAP Authority NAP Analysis and Findings Certificate of Actual Disposal signed by NAP and COA Representatives ESS Gate Pass</p>	
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**Prepared by:**

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 Administrative Officer  
 (or Records Officer)

**NOTED:**

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 Director/Chief/Deputy Collector for  
 Administration/Equivalent Unit

