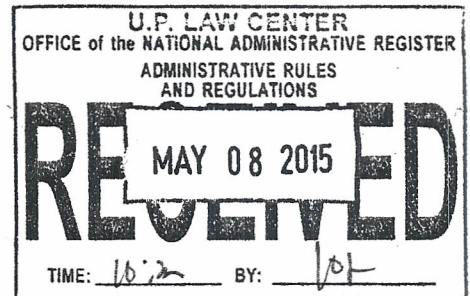


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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS



April 28, 2015

**CUSTOMS MEMORANDUM ORDER**  
NO. 11-2015

***SUBJECT: DISPOSAL OF VALUELESS RECORDS/DOCUMENTS***

**1.0 OBJECTIVES**

- a) To provide guidelines on disposal of valueless records/documents;
- b) To secure records/documents which are still within the retention period; and
- c) To decongest the record storage rooms from unnecessary records/documents.

**2.0 COVERAGE**

This Order covers all records created and used by the Bureau of Customs (BOC).

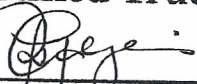
**3.0 ADMINISTRATIVE PROVISIONS**

The determination of whether a record is eligible for disposal or not shall be based on the existing General Records Disposition Schedule (GRDS), Annex "A" and the BOC Records Disposition Schedule (RDS), Annex "B".

**4.0 OPERATIONAL PROCEDURES**

- a) The Administrative Staff of the office/division/port/subport shall prepare the National Archives of the Philippines (NAP) Form No. 3 - REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS in five (5) copies. (NAP Form attached as Annex "C").
- b) The prepared and duly signed request shall be submitted to the Chief, Central Records Management Division (CRMD) who shall transmit the same to the NAP.
- c) Upon receipt of the approval of the request, the Chief, CRMD shall inform the head of the office/division/port/subport concerned.

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Raquel G. De Jesus  
SVC00  
CRMD - BOC

- d) The Administrative staff of the concerned office/division/port/subport shall coordinate with the offices of NAP and Resident Auditor, Commission on Audit (COA) on the implementation of the approved REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS or the conduct of actual disposal.

**5.0 MISCELLANEOUS PROVISIONS**

The Records Management Improvement Committee (RMIC) to be composed of the following shall be convened to provide an update on the current policies on records management:

Chairperson	:	Director, Administration Office
Vice Chairperson	:	Chief, CRMD
Members	:	Chiefs, Administrative Divisions NAIA POM MICP
Secretariat	:	CRMD staff

The RMIC shall have the following functions:

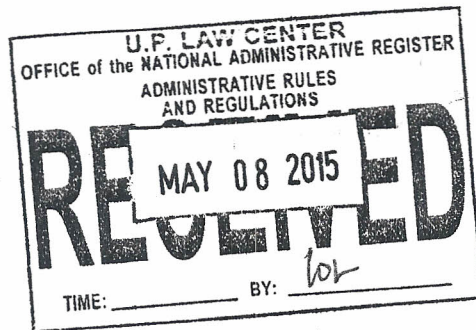
Evaluate the Records Management Program of the Bureau from time to time, and formulate new rules and procedures whenever necessary;

Keep an updated RDS and monitor its implementation; and

Continuously supervise and educate all Bureau Personnel on new trends in effective records management.

**6.0 EFFECTIVITY**

This Order shall take effect immediately.



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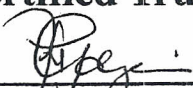
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NATIONAL ARCHIVES OF THE PHILIPPINES  
 Pambansang Sinupan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE  
 common to all Government Agencies  
 Series 2009

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

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont 14	Lists Donors Mailing Transmittal Others	1 year after updated  To be filed with appropriate records series
15	Logbooks Incoming/Outgoing Correspondences Visitors Ordinary VIP Others	2 years after date of last entry  2 years after date of last entry PERMANENT 2 years after date of last entry
16	Manuals	PERMANENT
17	Meetings/Proceedings: Files Agenda Minutes Board/Executive Committee Staff Notices	1 year  PERMANENT 1 year 1 year
18	Official Gazettes	PERMANENT
19	Permits	1 year after renewed/expired
20	Plans Action/Work  Others	3 years after implemented  PERMANENT if implemented, otherwise dispose 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs Work  Others	3 years  PERMANENT if implemented, otherwise dispose 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise dispose 5 years from date of record
24	Publications (Record Set)	PERMANENT
25	Reorganization Records	PERMANENT
26	Reports Annual/Special Others	PERMANENT 2 years after incorporated in the Annual Report

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
27	Requests	2 years after acted upon
28	Slips Locator Permission Routing	1 year
29	Speeches (Record Set)	PERMANENT
30	Standard Operating Procedures (SOP)	PERMANENT
31	Telegrams	1 year after acted upon
32	Trip Tickets	1 year
<b><u>BUDGET RECORDS</u></b>		
33	Allotment Files Advices of Allotment (AA) Agency Budget Matrixes Allotment Release Orders General (GARO) Special (SARO) Obligation Request/Slips (ALOBS) Plan of Work and Requests for Allotment Registries of Allotment & Obligations (RAO) Capital Outlay (RAOCO) Financial Expenses (RAOFE) Maintenance & Other Operating Expenses (RAOMO) Personal Services (RAOPS) Requests for Obligation of Allotment (ROA) Statements of Allotment, Obligations & Balances (SAOB) Statements of Appropriations, Allotment & Advice (SAAA)	3 years 3 years 3 years  3 years 3 years 10 years  3 years 3 years 3 years
34	Annual Budgets	3 years
35	Budget Estimates Including Analysis Sheets and Estimates of Income	3 years
36	Budget Expenditures Programs Sources of Financing	5 years
37	Budget Issuances (Those used as authority for agency transactions)	10 years
38	Budget Sheet Analysis	3 years

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
39	Budgetary Ceilings	3 years
40	Cash Allocation Ceilings/Notices of Cash Allocation	3 years
41	Certifications of Funds Availability	1 year
42	General Appropriations Acts	3 years
43	Organizational Performance Indicator Framework (OPIF)	Permanent
44	Physical Reports of Operations	3 years
45	Special/Supplemental Budgets	3 years
46	Work and Financial Plans	3 years
<b><u>FINANCIAL AND ACCOUNTING RECORDS</u></b>		
47	Abstracts Daily Collections Deposits and Trust Funds General Collections Sub-Vouchers	5 years 5 years 5 years 2 years
48	Advices Checks Issued & Cancelled Remittance	4 years 10 years
49	Annual Statements of Accounts Payable	PERMANENT
50	Auditor's Contract Cards	3 years
51	Authorities for Allowances	2 years after terminated
52	Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others	1 year after expired
53	Bank Slips Deposits Remittances	10 years
54	Bills	10 years after settled

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
55	Bonding Files Action Applications/Requests Fidelity/Surety Bond Indemnity for Issue of Due Warrant	3 years 3 years 5 years after expired/terminated 3 years
56	Books of Final Entry General Ledgers Subsidiary Ledgers	PERMANENT
57	Books of Original Entry Cash Disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals of Analysis of Obligation Journals of Bill Rendered Journals of Check Issued Journals of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT
58	Cash Flow Charts	PERMANENT
59	Certificates Settlement and Balances Shortages	10 years provided post-audited, finally settled and not involved in any case 10 years after settled
60	Claims Insurance Health Benefits Hospital	10 years after settled
61	Checks and Check Stubs	10 years provided post-audited, finally settled and not involved in any case
62	Daily Cash Flow	3 years
63	Daily Statement of Collections	5 years
64	Expense Ledgers	PERMANENT
65	Financial Statements Balance Sheets Income Statements Statements of Cash Flows (Annual) Statements of Operation	PERMANENT

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
56	Indices of Payments Creditors Employees Sundry Payments by Checks/Warrants	5 years 15 years after retired/separated PERMANENT
57	Journal Entry Vouchers	12 years provided post-audited, finally settled and not involved in any case
58	Lists of Remittances Loans Premiums	PERMANENT
59	Logbooks of General Funds	3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiary Ledger Balance	2 years
71	Notices Disallowances Suspensions	3 years after settled
72	Official Cash Books	PERMANENT
73	Official Cash Books for Bank Cash Book	PERMANENT
74	Official Receipts	10 years provided post-audited, finally settled and not involved in any case
	Orders of Payment	10 years
76	Receipts	10 years provided post-audited, finally settled and not involved in any case
77	Payroll Payment Slips: Pay Slips	10 years
78	Quarterly Statements of Charges to Accounts Payable	10 years
79	Registry Books of Checks Released	PERMANENT
80	Registers Checks/Warrants Checks/Warrants Control	PERMANENT
81	Reliefs from Accountability Decisions Requests	10 years provided a copy is filed with 201 files
82	Reports Accountabilities for Accountable Forms Cash Disbursements Cash Examinations	3 years after cash had been examined 10 years 3 years provided post-audited, finally settled and not involved in any case

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont 82	<b>Reports</b> Collecting & Disbursing Officers Checks Issued & Cancelled Collections & Deposits Disbursements Daily Cash Reports Liquidations Monthly Income Overdrafts and Misuse of Trust Funds  Petty Cash Replenishments	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
83	Schedules of Accounts Receivables	3 years
84	<b>Statements</b> Accounts Current Payable Receivable Common Funds Financial Conditions Profits and Losses Reconciliations	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
85	Summaries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	Treasury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally settled and not involved in any case
90	<b>Trial Balances and Supporting Schedules</b> Cumulative Results of Operations-Unappropriated Final Annual Trial Balances Accounting's Copy  Auditor's Copy Regional Office Copy  Monthly/Quarterly Trial Balances  Preliminary Trial Balances Accounting's Copy  Auditor's Copy Regional Office's Copy	PERMANENT  10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published 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

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

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 Raquel G. De Jesus  
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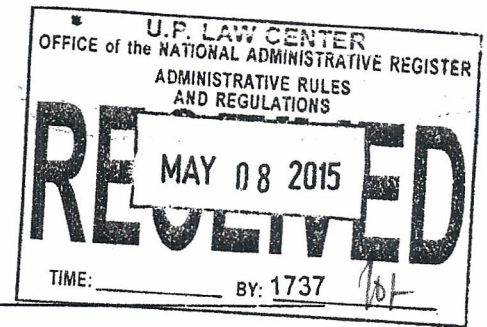


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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
106	Medical Certificates in Support of Absence on Account of Illness/Maternity	3 years after absences had been recorded in leave cards
107	Membership Files GSIS Pag-ibig PhilHealth	15 years after separated/retired
108	Merit Promotion Plans	1 year after superseded
109	Performance Files Appraisal Evaluation Rating Cards Target Worksheets	1 year 1 year 5 years 1 year
110	Permissions to Engage in Business/Private Practice/Teach	2 years after expired
111	Personal Data Sheets (Curriculum Vitae/Resume)	1 year after superseded
112	Personnel Folders (201 Files) Appointments Acceptance of Resignation Approval of Retirement Awards Benefit/Gratuity Certificates Eligibility Rural Service Training/Seminar Attended Change of Marital Status/Name Clearance (latest) Designations/Details Oaths of Office Personal Data Sheet (latest) Position Descriptions Reinstatements Service Records (updated) Statements of Duties and Responsibilities	15 years after separated/retired
113	Plantilla of Personnel	PERMANENT while other copies dispose after 3 years
114	Position Allocation Lists	3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrals	1 year after acted upon

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports Examinations Personnel Actions	2 years PERMANENT
118	Requests Accumulated Leave Credits Approval on Promotions Bonding Officials/Employees Changes of Status Reinstatements Transfers	1 year after acted upon/cleared
119	Salary Standardization Records	5 years after superseded
120	Staffing Patterns	PERMANENT
121	Service Cards	PERMANENT
122	Statements of Assets and Liabilities	10 years
<b>LEGAL RECORDS</b>		
123	Administrative Cases	7 years after finally settled except Decisions which are Permanent
124	Affidavits	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	PERMANENT
126	Complaints/Protests	5 years after settled
127	Contracts	5 years after renewed/terminated and/or finally settled
128	Decisions	PERMANENT
129	Deeds Donation Sale	PERMANENT
130	Legal Opinions	PERMANENT
131	Memoranda of Agreement/Understanding	PERMANENT
132	Petitions	5 years after settled
133	Resolutions	PERMANENT
134	Special Powers of Attorney	1 year after purpose had been served

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas Ad Testificandum Duces Tecum	3 years or to be filed with appropriate case
	<u>PROCUREMENT AND SUPPLY RECORDS</u>	
136	Acknowledgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expandable Properties	1 year after equipment had been returned
137	Annual Procurements Plans Programs	3 years
138	Bids 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
139	Bills of Lading	2 years after delivery had been accepted
140	Bin Cards/Stock Cards on Supplies	3 years after date of last entry
141	Canvass of Prices	10 years if attached to vouchers, otherwise, dispose after 2 years
142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 year after updated
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End Order Contracts	5 years
148	Job Orders	1 year
149	Lists of Supplies Under Supply Open-End	5 years
150	Monthly Reports of Supplies and Materials Issued	1 year

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Raquel G. De Jesus  
SVC00  
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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas Ad Testificandum Duces Tecum  <u>PROCUREMENT AND SUPPLY RECORDS</u>	3 years or to be filed with appropriate case
136	Acknowledgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expandable Properties	1 year after equipment had been returned
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142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 year after updated
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
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 Raquel G. De Jesus  
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 CRMD - BUC

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
153	Purchase Requests	1 year
154	Queries on Prices of Articles, Additional Funds to Meet Quotations	1 year
155	Reports of Waste Materials	2 years
156	Requisition and Issue Slips/Requisition Issue Vouchers	1 year or file with appropriate records series
157	Shipping and Packing Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
159	Supplies Adjustment Sheets	1 year after post-audited
160	Supplies Availability Inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
<b><u>TRAINING RECORDS</u></b>		
163	Calendars	1 year after superseded
164	Course Designs/Outlines/Syllabi	1 year after superseded
165	Masterlists Participants Seminars Conducted/Coordinated	PERMANENT
166	Resource Speaker Profiles	1 year after superseded
167	Schedules of Training/Seminar	1 year after superseded
168	Survey Evaluation Questionnaires	1 year after data had been evaluated
169	Training Handouts	1 year after superseded
170	Training Programs/Plans	3 years after superseded
171	Training Reports	2 years
172	Workshop Results	1 year

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**  
MANILA 1099

January 22, 2015

**MEMORANDUM**

**TO: All Service Directors  
All District/Sub-port Collectors  
All Deputy Collectors for Administration  
All Division/Unit Chiefs  
And Others Concerned**

- 1.0 In order to update the Bureau's record holdings, you are hereby requested to make an inventory of your records to determine if there are those which by Law or Administrative decision have fulfilled their purpose and are therefore of no further value.
- 2.0 Should there be records for disposal in your respective port/office, please accomplish the attached ***National Archives of the Philippines (NAP) Form No. 3 (Request for Authority to Dispose of Records) in quadruplicate*** and forward the same to the Chief, Central Records Management Division (CRMD) for transmittal to the NAP.
- 3.0 Also attached is a copy of the Records Disposition Schedule (RDS) of the Bureau, for your perusal.
- 4.0 For compliance.

**Certified True Copy**

Raquel G. De Jesus  
SVC00  
CRMD - BOC

*Arturo M. Lachica*  
**ARTURO M. LACHICA, CESO II**  
Deputy Commissioner  
Internal Administration Group



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ANNEX "B"  
(Accomplish in Quintuplicate)

RECORDS DISPOSITION SCHEDULE

1. Agency BUREAU OF CUSTOMS		3. Schedule No. 1			5. Page 1 of 10 pages
2. Address Port Area, Manila		4. Date Prepared December 3, 1981			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
1.	ADMINISTRATIVE SERVICES Administrative Issuances	P E R M A	N E N T		Reflect the policies, procedures, regulations on customs matters
2.	Customs Memorandum Circulars Customs Memorandum Orders Customs special Orders Broker's Licenses	2	3	5	
3.	Charge Slips	2		2	
4.	Communications on: Embassy and Consular Offices Foreign Countries and Private Parties Personal Tax Exemptions Storage Extension of Cargoes Tax Exempt Shipments	2		2	
5.	Reports Monthly reports of collection (All ports of entry) Port Situations Summary Reports (Container Traffic)	2	3	5	

This is a faithful reproduction of the approved RDS on file of RMAO, disseminated thru Memo dated Jan. 3, 1997

By:  
*Glenn C. Labrador*  
Chief, CRMD  
July 27, 1998  
to date

Memo 6-5-2015

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*Rafael G. De Jesus*  
Rafael G. De Jesus  
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RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			Disposition Authority/Remarks					
	(a) Active	(b) Storage	(c) Total						
Requests/Inquiries	1		1						
Applications for land located along coastal Lines Customs Matters Shipping lines to allow surveyors to board Incoming ocean vessels Waiver of or Surcharge on Shipment of Importers									
7. Tax Exemptions  Foreign Embassies/Consular Offices RA 3127 - Board of Industries Government/Private Offices Personal (Returning Residents)	3	7	10						
8. Seizures (Vessels, Importation)	3	7	10						
9. Tax Credit	3	7	10						
10. Tax Refund	3	7	10						
COMPUTER CENTER SERVICES									
11. Entry Processing Stubs	2		2						
12. IBM Cards & Continuous Forms	2	3	5	Dispose 6 months after data are transferred to magnetic tapes					
13. Magnetic Tapes	P	E	R	M	A	N	E	N	T
14. Summary of Importation by Tariff Paragraph	P	E	R	M	A	N	E	N	T
15. Transcribing Sheets				Dispose 1 year after transcription					

Memorandum 6-5-1012

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2015-01-01 P. 8

6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
16.	LEGAL & INTELLIGENCE SERVICES Inquiries/Requests	1		1	Disposal is covered by Administrative Order No. 13, s. 1981 of the Supreme Court. MCS General Circular No, 18 s. 1979
17.	Seizure Cases (Appeals, Protests Decisions)				
18.	Subpoena/Subpoena Duces Tecum	3			
	OPERATION & ENFORCEMENT SERVICES				
19.	Abstract of Collections	2	3	5	
20.	Alert Notices	3		3	
21.	Applications	2	3	5	
	Bonds				
	Liquidation of Raw Materials				
	Shipside Discharge				
22.	Articles of Incorporation of Surety Companies	2	3	5	
23.	Asean Preferential Trading Agreement	2	8	10	
24.	Bad Order Cargoes	2	3	5	
25.	Baggage Declarations	2	3	5	
26.	Berthing Orders	2		2	
27.	Bills of Customs Brokers	2	3	5	
28.	Boatnotes (transfer & delivery of imported Goods)	2	3	5	
29.	Bonds for Delivery without Bill of Lading	2	3	5	

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2015-01-01 P.9

6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
		10	3	13	
30.	Board of Investments Deferred Payments of Surety Bonds	2	3	5	
31.	Cancellation of Bonds	2	3	5	
32.	Certificates Berthing Orders Clearances Exportations Inspections, Identifications and Loading Lading Origin (GSP form A) Origin of General Merchandise Releases (White CO) Short Shipments/non-Shipments (Shipping Companies)	2	3	5	
33.	Chargeable Bonds	2	3	5	
34.	Checklist (Bonds)	2		2	
35.	Communications on: Consular Offices Embassies Government Transacting Public	2	3	5	
	Crew Declarations	2	3	5	
37.	Customs Bonds & Working Papers Berthing Common Carriers Customs Brokers Documentary General Importers Land Carriers Miscellaneous (Berthing Tonnage) Ordinary Surety Bond of Truck Operations Re-export Shipside Tonnage Warehousing				

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6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
38.	Customs Cooperation Council	2	8	10	
39.	Customs Official Receipts	3	7	10	
40.	Daily abstract Deposits	2	3	5	
41.	Daily Collection Reports	2		2	
42.	Daily Record of Import Entries	5	5	10	
43.	Drawback Claims	2	3	5	
44.	Entries	5	5	10	
	Export				
	Formal				
	Import				
	Informal				
	Processing				
	Warehousing				
45.	Entry Transmittal Slips	2	3	5	
46.	Examiner's Daily Reports (Embroidery)	2		2	
47.	Export Declaration Commercial Documents (invoices, Telegrams, transmittals, etc) Commodities clearance	2		2	
48.	Free Pratique	2	3	5	
49.	Gate Pass (transfer & delivery of Imported articles)	2	3	5	

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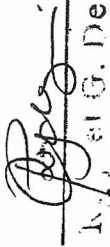
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6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Reporting Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
		2	8	10	
50.	General Agreement on Tariff & Trade (GATT)	2		2	
51.	General Declarations	2	8	10	
52.	Generalized Systems of Preferences	2		2	
53.	Inquiries/Replies (Domestic & International)	2		5	
54.	Itinerary of Vessels Documents	2	3	2	
55.	Invoices				
	Auxilliary				
	Commercial				
	Consular	2	3	5	
56.	Lists				
	Boatnotes				
	Crew				
	Crew Declarations				
	Parcels				
	Packing				
	Price				
	Shipstores				
	Stores	2	3	5	
57.	Manifests				
	Cargo				
	Coastwise				
	Domestic				
	Entrance & Clearance				
	Foreign				
	Inward & Outward				
	Passengers (Arrival & Departures)				
	Transit Cargoes				

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6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
58.	Masters Oath	2	3	5	
59.	Multilateral Trade Negotiation	2	8	10	
60.	No-Dollar Import & Export Declarations	2	3	5	
61.	Notice of Auction Sale Appraisal Award Bidding Gate Pass	5	5	10	
62.	Oath of Entering Vessels from Foreign Ports	2		2	
63.	Orders of Payment	2	3	5	
64.	Paid Entries of Short Duties and Taxes	2	3	5	
65.	Permits Advance Delivery (Telex) Banking Discharge Deliver Imported Goods Load Shipside Special (decongest, military, Bonded, transshipment (local) Temporary (to transfer) Transfer (bonded warehouse, cold storage Outside CY-CFS) Van (for Withdrawal Containers) Warehousing Application	2	3	5	
66.	Personal Tax Exemption (returning Residents from abroad)	3	7	10	
67.	Recapitulations	3	7	10	

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6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
68.	Record Books	2	3	5	
	Alert	2	3	5	
	Entries	2	3	5	
	Finance Attaches	2	3	5	
	Performance & Tonnage	2	3	5	
	Registers of Vessels	2	3	5	
	Seizure Cases	2	3	5	
	Statistical/Customs, Tariff, CB, Trade)	P E	R M A N E	N T	
	Transferred Shipments in Bonded Warehouse	5	5	10	
	Transmittal	2	3	5	
	Vessels Boarded (CB Form 34)				
	National Customs Police	2	8	10	MGS Gen. Circular No. 18, s. 1979
69.	Remittance Advice	2	3	5	
70.	Releases				
	Abstract				
	Entries of Customs Brokers				
	Shipment	2	3	5	
71.	Reports				
	Cargoes				
	Collections				
	Customs Inspectors				
	Disbursements	2	8	10	MGS Gen. Circular No. 18, s. 1979
	Entries (Customs Brokers)				
	Examination & Delivery of Cargoes at Piers (Weekly)				
	Examiner's Report & Examination				
	Guardchecks				
	Importations				
	Ports Situation				
	Seizures				
	Storekeepers (With Warehousing Permits, withdrawals, boatnotes & gate Pass)				

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6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
72.	Requests Shipping Lines/Importers/Brokers Value & Classification Information	1		1	
73.	Requisition Slips	2		2	
74.	Revision Orders	3		3	
75.	Seizures	3	7	10	
76.	Seizure Cases Abandonment Proceedings Decisions Warrant of Seizures	P E R	M A N E	N T	
77.	Sample Cards	3	2	5	
78.	Storage Extension of Cargoes (3mos.)	2		2	
79.	Transmittals from Agent Banks with Duplicates or Release Certificates (CBRC)	2	3	5	
80.	Vessels Advice Clearance	2	3	5	
81.	Voyage Memos	2	3	5	
82.	Withdrawal Computation Sheets	2	3	5	

IMPORTANT: Pursuant to Rule 4.1, Article III, DECS Department Order No. 13-A. series of 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office."

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SVC00  
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RECORDS DISPOSITION SCHEDULE

1. Name	BUREAU OF CUSTOMS	3. Schedule No. Revision	5. Page 1 of 2 Pages		
2. Address	Port Area, Manila	4. Date Prepared : March 2006			
		8. RETENTION PERIOD			
6. Item No.	7. RECORDS SERIES TITLE AND DESCRIPTION	a. Active	b. Storage	c. Total	9. DISPOSITION AUTHORITY/REMARKS
<u>EXPORT DOCUMENTS</u>					
1	CERTIFICATES OF ORIGIN #32 ASEAN-Common Effective Preferential Tariff (CEPT Form A-D and AK) General Merchandise(white) General System of Preference- Form A	2 years 1 year 3 years		2 years 1 year 3 years	
2	EXPORT DECLARATIONS AND OTHER SUPPORTING DOCUMENTS #44	2 years		2 years	
3	INSPECTOR'S CERTIFICATE OF LADING* #32  * the original/working copies of the Inspector's Certificate of Lading and the Export Declaration are among the required documents in the issuance of Certificate of Shipment, thus, these documents should have the same storage period.	2 years		2 years	

#47  
#44  
of old  
RDS

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Cmo. 11-2015 p. 26

IMPORTANT : Pursuant to Rule 4.1 Article III, DECS Department Order No. 13-A s. 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office.

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*[Signature]*  
**CORAZON V. SORIANO**  
Chief, Export Coordination Division

18 FEB 2005

Recommending Approval:

*[Signature]*  
**ATTY. ROBERTO D. GEOTINA**  
Deputy Commissioner  
Internal Administration Group  
Agency Head

*[Signature]*  
**MA. CORAZON C. AZANA**  
Director, Administration Office  
Chairman, Records Management Improvement Committee

**TO BE ACCOMPLISHED BY THE RECORDS MANAGEMENT AND ARCHIVES OFFICE**

This Records Disposition Schedule

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

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AND ARCHIVES OFFICE

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AND ARCHIVES OFFICE

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**EMILIA B. ACENDILO**  
Chairman  
Records Management Evaluation Committee

Approved: *[Signature]*  
Director

CURRENT RECORDS DIVISION  
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**RECORDS DISPOSITION SCHEDULE**

1. Agency BUREAU OF CUSTOMS		3. Schedule No. 1			5. Page 1 of 2pages
2. Address Port Area, Manila		4. Date Prepared May 29, 1992			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
	<u>PORT OPERATIONS SERVICE</u>				
	Certificate of Origin #32 of old RDS				
	Generalized Systems of Preference (GSP)	2 yrs		2 yrs	
	Preferential Trading Arrangement (PTA)	2 yrs		2 yrs	
	White	1 yr		1 yr	
	Inspector's Certificate of Lading #32	1 yr		1 yr	

IMPORTANT: Pursuant to Rule 4.1, Article III, DECS Department Order No. 13-A, series of 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office."

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RECORDS DISPOSITION SCHEDULE

1. Agency BUREAU OF CUSTOMS		3. Schedule No. 1			5. Page 1 of 2pages
2. Address Port Area, Manila		4. Date Prepared March 6, 1992			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
1.	#47 #44 of old RDS Export Declaration	2 yrs		2 yrs	

IMPORTANT: Pursuant to Rule 4.1, Article III, DECS Department Order No. 15-A, series of 1988, "No agency shall destroy or sell any records without having first secured authority from the Director, Records Management and Archives Office."

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*Annex G*

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NATIONAL ARCHIVES OF THE PHILIPPINES  
*Pambansang Sinupan ng Pilipinas*

REQUEST FOR AUTHORITY TO DISPOSE  
OF RECORDS

AGENCY NAME:

ADDRESS:

DATE:

TELEPHONE NUMBER:

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

**Certified True Copy**

*[Signature]*

**Raquel G. De Jesus**  
SVC  
CRMD - BOC