

2019_02-017





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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MASTER COPY

MEMORANDUM

TO : **ALL DEPUTY COMMISSIONERS
ALL SERVICE DIRECTORS
ALL DISTRICT/SUPPORT COLLECTORS**

FROM : **REY LEONARDO B GUERRERO** 
Commissioner 
FEB 12 2019 19-04376

SUBJECT : **Inventory of the Bureau's Record Holding**

DATE : 30 January 2019

1. In order to update the Bureau's record holding, you are hereby requested to make an inventory of your records to determine if there are those which by law or administrative decision have already fulfilled their purpose and are therefore of no further value.
2. Should there be records for disposal in your respective port/office, please accomplish the attached **National Archive 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 NAP.
3. Also attached is a copy of CMO 11-2015¹ together with the BOC Records Disposition Schedule (RDS) and the General RDS.
4. For compliance.

¹ CMO 11-2015 Disposal of Valueless Records/Documents
South Harbor, Gate 3, Port Area, Manila 1099 .Tel. Nos. 527-4537, 527-1935 (OCOM)
Website: www.customs.gov.ph . E-mail: Boc.cares@customs.gov.ph (PIAD)

NAP Form No. 3
Revised 2012

Accomplish in 4 copies

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
RDS ITEM NO.	RECORDS 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: <p style="text-align: center;">This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <div style="text-align: right; margin-top: 20px;"> _____ Name and Signature of Agency Head Or Duly Authorized Representative </div>			