

JREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



1A G Memo No. 02-2021

MASTER COPY

MEMORANDUM

TO

All Chiefs, Administrative Divisions or

Equivalent Units

FROM

DONATO B. SAN JUAN

Deput WCommissioner, IAG and

Chief of Staff, OCOM

SUBJECT

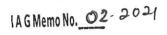
Inventory of the Bureau's Record Holding

DATE

07 January 2021

- 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, you may 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 evaluation and transmittal to NAP.
- 3. The BOC-RDS attached to CMO 11-20151 will serve as your guide in the perusal of your record holding.
- 4. For compliance.

¹ CMO 11-2015 Disposal of Valueless Records/Documents posted at the BOC website 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 copies Revised 2012

Accomplish in 4

NATIONAL ARCHIVES OF THE PHILIPPINES	AGENCY NAME:	AGENCY NAME:	
Pambansang Sinupan ng Pilipinas			
DECLIES FOR AUTOMOTIVE CONTRACTOR			
REQUEST FOR AUTHORITY TO DISPOSE OF	ADDRESS:		
RECORDS			
DATE	TELEPHONE NUM	TELEPHONE NUMBER:	
RDS ITEM RECORDS SERIES TITLE AND	PERIOD	RETENTION PERIOD	
NO. DESCRIPTION	COVERED	AND PROVISION/S	
		COMPLIED (If any)	
LOCATION OF RECORDS:	VOLUME IN CUBIC METER:		
PREPARED BY:	POSITION:		
(NAME & SIGNATURE)			
CERTIFIED AND APPROVED BY:			
This is to certify that the above mention involved nor connected in any administrative or judic	ed records are no lo cial cases.	nger needed and not	
	Name and Signature of Agency Head Or Duly Authorized Representative		