

2016-09-021

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

**MEMORANDUM**

**TO : All Directors/All District Collectors  
All Deputy Collectors for Administration or Equivalent Officers  
All Divisions Chiefs and Others Concerned**

**FROM : The Deputy Commissioner, Internal Administration Group**

**SUBJECT : Records Inventory Required by the National Archives of the  
Philippines (NAP)**

**DATE : September 19, 2016**

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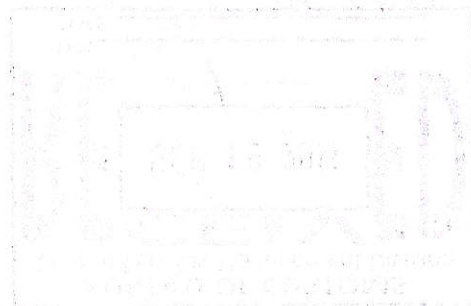
In connection with the attached Memo of the DOF's Policy Development and Management Services Group, kindly submit to this office (Attn: Chief, CRMD) an inventory of your record holdings five (5) days from receipt hereof, using the enclosed NAP National Inventory Form, in excel format.

Third page of the NAP Form contains the procedural/instructional guide in the preparation of your inventory.

Kindly e-mail your compliance to [cabugawang@customs.gov.ph](mailto:cabugawang@customs.gov.ph).

Thank you.

*Arturo M. Lachica*  
**ATTY. ARTURO M. LACHICA, CESO II**



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*[Signature]*  
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**PROCEDURAL/INSTRUCTIONAL GUIDE:**

**(a) RECORDS SERIES TITLE AND DESCRIPTION**

The entry for record series title shall be properly filled out. If the record is a substantive record with archival value or one which could not be found in the General Records Disposition Schedule (GRDS), a brief description or definition of records shall be noted in the remark column; otherwise, all facilitative records and other records series reflected in the GRDS shall be entered the same in the inventory. (e.g. for substantive record: Batch Control Sheets – list of taxpayers)

**(b) PERIOD COVERED**

Indicates the period covered by the record series from earliest to the latest year when the records were /received by the government agency. (e.g. 1990-2011)

**(c) VOLUME**

The mass of the records should be computed and expressed in cubic meters. The formula for volume in cubic meters: volume = length x width x height (in meters). In case the bulk of the records could be counted by sacks, box, bundles or wherever the records are stored, then it should be indicated in the inventory list (e.g. 2 cu.m. – 50 bundles)

**(d) RECORDS MEDIUM**

The medium of the records should be specified whether the records are in paper format, microfilm, electronic, cd/dvd, maps, drawings, computer printout or in any form, (e.g. for Notarial records: Paper & microfilm)

**(e) RESTRICTION/S**

Records are to be classified as open access or restricted access records. If the government office has no guidelines pertaining to the restrictions of its record holdings, all records of that office are considered open access. Restricted records shall be classified as confidential, restricted, secret and top secret (e.g. for 201 files: Confidential)

**(f) LOCATION OF RECORDS**

The location of records should be specified with such designations as office area, offsite or in NAP (e.g. Room 617 Vault 1 Cabinet 2a)

**(g) TIME VALUE**

The records shall be categorized as temporary or permanent records. Temporary records have a specific retention period and may be disposed of. Permanent records may not be disposed of as these should be retained for safekeeping. (e.g. for Vouchers: Temporary; Check Register: Permanent)

**(h) RETENTION PERIOD**

If the time value of the records is temporary, the specific retention period should be indicated and checked against the GRDS, Agency RDS or against any other guidelines pertaining to the disposition of the specific record series. When the records' time value is permanent, there will be no limit to its retention period. If the records had no approved retention period, the Records Officer/Custodian shall make an appropriate proposal to the NAP about the suggested retention period which was approved by his/her supervisor. (e.g. Vouchers that has approved retention period: 10 years; Batch Control Sheets that has no approved retention; Suggested – 10 years)

**TO BE ACCOMPLISHED BY THE CONCERNED GOVERNMENT AGENCY**

PREPARED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
Chief of the Division

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

EVALUATED BY: \_\_\_\_\_

NOTED BY: \_\_\_\_\_

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
RMSD Chief