

2018-03-009

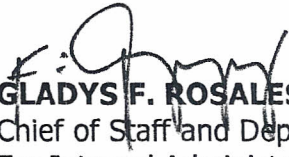
  
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

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

FROM :   
**GLADYS F. ROSALES, CSEE**  
Chief of Staff and Deputy Commissioner  
For Internal Administration Group

SUBJECT : **INVENTORY OF THE BUREAU'S  
RECORD HOLDING**

DATE : February 21, 2018

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1. Reference/s: IRR of RA 9470/National Archives Law which provides the General Records Disposition Schedule and CMO 11-2015/Disposal of Valueless Records.
2. 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 fulfilled their purpose and are therefore of no further value.
3. 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.
4. Also attached is a copy of the Bureau's Records Disposition Schedule.
5. For compliance.

2018-03-009 P.2

NAP Form No. 3  
Revised 2012

  
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<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
		ADDRESS:	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		TELEPHONE NUMBER:	
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:			
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			

2018-03-009 P.3

  
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<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
		ADDRESS:	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		TELEPHONE NUMBER:	
DATE:		PERIOD COVERED	
RDS ITEM NO.	RECORDS SERIES TITLE AND DESCRIPTION	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			

2018-09-009 P.4

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<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY NAME:	
		ADDRESS:	
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		TELEPHONE NUMBER:	
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:			
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			

2018-03-009 P.5  
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**BUREAU OF CUSTOMS  
RECORDS DISPOSITION SCHEDULE**

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONS	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
	<b>***ADMINISTRATIVE SERVICES</b>				
1	Administrative Issuances - Customs Memorandum Circulars Customs Memorandum Orders Customs Special Orders	PERM			
2	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 Shipment	2		2	
5	Reports - Monthly reports of collection Port Situations Summary Reports (Traffic Container)	2	3	5	
6	Requests/Inquiries - 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	1		1	
7	Tax- Exemption - Foreign Embassies/Consular Offices RA 3127 Board of Investments Government/Private Offices Personal (Returning Residents)	3	7	10	

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2018-03-009 P.6

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONS	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
8	Seizures (Vessels, Importation)	3	7	10	
9	Tax Credit	3	7	10	
10	Tax Refund	3	7	10	
	<b>***COMPUTER CENTER SERVICES</b>				
11	Entry Processing Stubs	2		2	
12	IBM Cards & Continuous Forms				Dispose 6 months after data are transferred to mag
13	Magnetic Tapes	PERM			
14	Summary of Importation by Tariff Paragraph	PERM			
15	Transcribing Sheets				Dispose 1 year after transcription
	<b>***LEGAL &amp; INTELLIGENCE SERVICES</b>				
16	Inquiries/Requests	1		1	
17	Seizure Cases (Appeals, Protests, Decisions)				Disposal is covered by Administrative Order No. 13,
18	Subpoena/Subpoena Duces Tecum	3		3	
	<b>***OPERATIONS &amp; ENFORCEMENT SERVICES</b>				
19	Abstract of Collections	3	2	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	

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2018-03-009 P.7

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONs	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
28	Boatnotes (transfer & delivery of imported Goods)	2	3	5	
29	Bonds for Delivery without Bill of Lading	2	3	5	
30	Board of Investments Deferred Payments of Surety Bonds	10	3	13	
31	Cancellation of Bonds	2	3	5	
32	Certificates -	2	3	5	
	Berthing Orders				
	Clearances				
	Exportations				
	Inspections, Identifications and Loading				
	Lading				
	Origin GSP Form A				
	Origin of General merchandise Releases (White CO)				
	Short Shipment/Non-Shipment				
33	Chargeable Bonds	2	3	5	
34	Checklist (Bonds)	2	3	5	
35	Communications on -	2		2	
	Consular Offices				
	Embassies				
	Government				
	Transacting Public				
36	Crew Declarations	2	3	5	
37	Customs Bonds & Working Papers -	2	3	5	
	Berthing				
	Common Carriers				
	Customs Brokers				
	Documentary				
	General Importers				

  
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2018-03-009 P.8

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONS	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
	Land Carriers				
	Miscellaneous (Berthing, tonnage)				
	Ordinary Surety Bond of Truck Operations				
	Re-Export				
	Shipside				
	Tonnage				
	Warehousing				
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 -	2	0	2	
	Commercial Documents (invoices, Telegrams, transmittals, etc.)				
	Commodities clearance				
48	Free Pratique	2	3	5	
49	Gate Pass (transfer & delivery of Imported Articles	2	3	5	



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**2018-03-009 P.9**

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONs	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
50	General Agreement on Tariff & Trade (GATT)	2	8	10	
51	General Declarations	2		2	
52	Generalized Systems of Preferences	2	8	10	
53	Inquiries/Replies (Domestic & International)	2		2	
54	Itinerary of Vessels Documents	2	3	5	
55	Invoices - Auxilliary Commercial Consular	2		2	
56	Lists - Boatnotes Crew Crew Declarations Parcels Packing Price Shipstores Stores	2	3	5	
57	Manifests - Cargo Coastwise Domestic Manifests/Entrance & Clearance Entrance & Clearance Foreign Inward & Outward Passengers (Arrival & Departures)	2	3	5	

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2018-03-009 P.10

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONS	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
	Transit Cargoes				
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 Sales -	5	5	10	
	Appraisal				
	Award				
	Bidding				
	Gate Pass				
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 -	2	3	5	
	Advance Delivery (Telex)				
	Banking Discharge				
	Deliver Imported Goods				
	Load				
	Shipside				
	Special Permit (decongest, Military, Bonded Warehouse, Cold Storage Provision, Transhipment (local)				
	Temporary (to transfer)				
	Transfer (Bonded Warehouse, cold storage, outside CY-CFS)				
	Van (for Withdrawal Containers)				
	Warehousing and Application				
66	Personal Tax Exemption (returning Residents from Abroad)	3	7	10	
67	Recapitulations	3	7	10	
68	Record Books -	2	3	5	
	Alert	2	3	5	

  
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2018-03-009 P. 11

ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONs	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
	Entries	2	3	5	
	Finance Attaches	2	3	5	
	Performance on Tonnage	2	3	5	
	Registered Vessels	2	3	5	
	Seizure Cases				
	Statistical (Customs, Tariff, CB, Trade)	2	3	5	
	Transferred Shipments in Bonded Warehouse	PERMANENT			
	Transmittal	5	5	10	
	Vessels Boarded (CB Form 34)				
	National Customs Police	2	3	5	
69	Remittance Advice	2	8	10	
70	Releases -	2	3	5	
	Abstract				
	Entries of Customs Brokers				
	Shipment				
71	Reports -	2	3	5	
	Cargoes				
	Collections				
	Customs Inspectors				
	Disbursements				
	Entries (Customs Brokers)	2	8	10	
	Examination & Delivery of Cargoes at piers (weekly)				
	Examiner's flight & Examination				
	Guardchecks				
	Importation				
	Port Situations				
	Seizures				

2015-03-009 P.12  
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ITEM NO	RECORDS SERIES/TITLES/DESCRIPTIONS	RETENTION PERIOD			REMARKS
		ACTIVE	STORAGE	TOTAL	
	Storekeepers (With Warehousing Permits, withdrawals, boatnote, & Gate Pass)				
72	Requests - Shipping Lines/Importers/Brokers Value and 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	PERM			
77	Sample Cards	3	2	5	
78	Storage Extension of Cargoes (3mos.)	2		2	
79	Transmittals from Agent Banks with Duplicates or Release Certificates	2	3	5	
80	Vessels Advice Clearance	2	3	5	
81	Voyage Memos	2	3	5	
82	Withdrawal Computation Sheets	2	3	5	

2018-03-009 P.13

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March 23, 2009

OFFICIAL GAZETTE

VOL. 105, No. 12

**NATIONAL ARCHIVES OF THE PHILIPPINES**

Pambansang Sinupan ng Pilipinas

**GENERAL RECORDS DISPOSAL SCHEDULE**

common to all Government Agencies

Series 2009

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
<b>ADMINISTRATIVE AND MANAGEMENT RECORDS</b>		
1	Acknowledgment Receipts	To be filed with appropriate record series
2	Brochures / Leaflets / Pamphlets (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 record series
8	Delivery Receipts	2 years
9	Directories of Employees / Officials	2 years
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 documenting policies / functions / programs of the agency reflecting routinary information or instruction	2 years after superseded

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2016-03-009 P.14

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
14	Lists Associations Committees Cooperatives	1 year after updated
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 after 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs Work Others	3 years after implemented PERMANENT if implemented, otherwise dispose after 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise dispose after 5 years from date of record
24	Publications (Record set)	PERMANENT
25	Reorganization Records	PERMANENT

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2018-03-009 P.15

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
26	Reports Annual / Special Others	PERMANENT 2 years after incorporated in the Annual Report
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	Tlgrams	1 year after acted upon
32	Trip tickets	1 year
<b>BUDGET RECORDS</b>		
33	Allotment Files Advices of Allotment (AA) Agency Budget Matrixes Allotment Release Orders General (GARO) Special (SARO) Obligation Requests / 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 (RQA) Statements of Allotment, Obligations & Balances (SAOB) Statement of appropriations, Allotment & Advice (SAA)	3 years 3 years 3 years 3 years 3 years 3 years 10 years 3 years 3 years 3 years 3 years
34	Annual Budgets	3 years

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2018-03-009 P. 14

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
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 Sheets Analysis	3 years
39	Budgetary Ceilings	3 years
40	Cash allocation Ceiling / Notices of Cash allocation	3 years
41	Certifications of funds Availability	1 year
42	General Appropriations Act	3 years
43	Organizational Performance Indicator Framework (OPIF)	PERMANENT
44	Physical Reports of Operations	3 years
45	Special / Supplement budgets	3 years
46	Work and Financial Plans	3 years
<b>FINANCIAL &amp; ACCOUNTING RECORDS</b>		
47	Abstract	
	Daily Collections	5 years
	Deposits and Trust Funds	5 years
	General Collections	5 years
	Sub-Vouchers	2 years
48	Advices	
	Checks Issued 7 Cancelled	4 years
	Remittance	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	1 year after expired
	Overtime	
	Purchase of Equipment / Property	
	Transfer of fund	
	Travel	
	Others	
53	Bank Slips	10 years



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2018-03-009 P.17

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	Deposits Remittances	
54	Bills	10 years after settled
55	Bonding Files	
	Action	3 years
	Applications / Requests	3 years
	Fidelity / Surety Bond	5 years after expired / terminated
	Indemnity for Issue of Due Warrant	3 years
56	Books of final Entry	PERMANENT
	General Ledgers	
	Subsidiary Ledgers	
57	Books of Original Entry	PERMANENT
	Cash Disbursement Journalz	
	Cash Journals	
	Cash Receipts Journals	
	Check Disbursement Journals	
	General Journals	
	Journals of analysis of Obligations	
	Journals of Bill Rendered	
	Journals of Check Issued	
	Journals of Collection and Deposit	
	Journal of Disbursement by	
	Disbursing Officer	
58	Cash flow Charts	PERMANENT
59	Certificates of Appearance / Clearances	
	Settlement and Balances	10 years provided post-audited, finally settled and not involved in any case
	Shortages	10 years after settled
60	Claims	10 years after settled
	Insurance	
	Health Benefit	
	Hospital	
61	Checks and Check Stubs	10 years provided post-audited, finally settled and not involved in any case
62	Daily Cash Flow	3 years
62	Daily Statement of Collections	5 years

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2018-03-009 P.18

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
64	Expense Ledgers	PERMANENT
65	Financial Statements Balance Sheets Income Statements Statements of Cash Floes (Annual)  Statement of Operations	PERMANENT
66	Indices of Payments Creditors Employees Sundry Payments by Checks / Warrants	5 YEARS 15 years after retired / separated PERMANENT
67	Journal Entry Vouchers	12 years provided post-audited, finally settled and not involved in any case
68	Lists of Remittances Loans Premiums	PERMANENT
69	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
75	Orders of Payment	10 YEARS
76	Payrolls	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	10 years provided a copy is filed with 201 files

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2018-03-009 P.19

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
82	Decisions Requests Reports	
	Accountabilities for Accountable forms	3 years after cash had been examined
	Cash Disbursements	10 years
	Cash Examinations	3 years provided post-audited, finally settled and not involved in any case
82	Reports	
	Collecting and Disbursing Officers	10 years provided post-audited, finally settled and not involved in any case
	checks Issued 7 cancelled	
	Collections & Deposits	
	Disbursements	
	Daily Cash Reports	3 years
	Liquidations	10 years
	Monthly Income	10 years
	Overdrafts and Misuse of Trust Funds	5 years after case had been settled or terminated
	Petty Cash Replenishments	10 years provided post-audited, finally settled and involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements	
	Accounts	
	Current	3 years
	Payable	10 years
	Receivables	PERMANENT
	Common Funds	10 years
	Financial Conditions	10 years
	profits and Losses	PERMANENT
	Reconciliations	10 years
85	Summaries of unliquidated Obligations and	10 years
	Accounts Payable	
86	Sundry Payments	10 years
87	Treasury checking Accounts of Agency	10 years
	(TCAA)	
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally settled and not involved in any case

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2015-03-009 P.20

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
90	Trial Balances and Supporting Schedules  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
91	Vouchers, including Bills, invoices & Other Supporting Documents  Disbursements Journals Petty Cash Replenishments Reimbursement Expense Receipts  Travelling Expenses	10 years provided post-audited, finally settled and not involved in any case for COA & Accounting Office / Department / division / Dection / Unit. All other copies dispose after 1 year
92	Withholding Tax Certificates <b>HUMAN RESOURCE / PERSONNEL            MANAGEMENT RECORDS</b>	4 years after superseded
93	Annual Summary Reports for Replacement / Program for Non-Eligible	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability	1 year 1 year after recorded in the leave cards  5 years after separated / retired

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2018-03-009 P.21

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	Retirement / Resignation	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 / Signatures	PERMANENT
102	Job Order Employments 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	2 years after date of last entry
	Attendance Monitoring Sheets	1 year provided leave and undertimes are posted in the leave card
	Clearances Issued	2 years after date of last entry
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	Permission to Engage in business / Private Practice / Teach	2 years

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2018-03 - 009 P. 22

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
111	Personal Data Sheets (Curriculum Vitae / Resume)	1 year after superseded
112	Personal Folders (201 Files) Appointments Acceptance of Resignation Approval of Retirement Awards Benefit / Gratuity Certificates Eligibility Rural Service Trainings / Seminars attended  Change of Marital Status / Name Clearance (latest) Designations / Details Oaths of office Personal Data Sheets (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 Classification and Pay Plans	5 years after superseded
116	Recommendations / Referrals	1 year after acted upon
117	Reports  Examinations Personnel Actions	2 years PERMANENT
118	Requests  Accumulated Leave Credits Approval on Promotions Bonding Officials / employees  Changes of Status Reinstatements	1 year after acted upon / cleared

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2018-03-009 P-23

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	Transfers	
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 Decision 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	PERMANENT
	Donation Sale	
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
135	Subpoenas	3 years or to be filed with appropriate case
	Ad Testificandum Duces Tecum	
	<b>PROCUREMENT AND SUPPLY RECORDS</b>	
136	Acknowledgment Receipts for Equipment (ARE) / Memorandum Receipts of Equipment (MRE). Semi-Expendable and Non-expendable Properties	1 year after equipment had been returned
137	Annual Procurements Plans programs	3 years
138	Bids and Awards Committee Files	5 years after contract of winner had been terminated / settled, others dispose after 1 year

  
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2018-03-009 P.24

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	Abstract Invitations Minutes Pre / Post Qualifications Publications Resolutions	
139	Bills of Lading	2 years after deliver 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	Inventory of Equipment / supplies	1 year after updated
145	Inventory Tags Cards	1 year after updated
146	Invoices / Receipts	3 years after issuance of clearance had been terminated / after property had been returned
	Accountable Forms Properties / Transfer of Properties	
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
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



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2018-03-009 P.25

ITEM NO	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
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>TRAINING RECORDS</b>		
163	Calendars	1 year after superseded
164	Course Design / 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