

### **MEMORANDUM**

TO

: All District/Port Collectors

All Deputy Collectors for Administration or Equivalent Unit

All Chiefs, Administrative Division or Equivalent Unit

FROM

: Internal Administration Group

SUBJECT : 2017 Action Plan / BOC-Records Management

DATE

March 15, 2017

In order to enhance the Records Management of this Bureau, all Administrative Officers of Administrative Divisions or Equivalent Units are hereby required to submit their 2017 Action Plan/s on this matter.

Attached is a template of the action plan which you may apply or changes thereto may be effected in accordance to your own schedules.

Kindly submit the same to the Chief, CRMD on or before March 31, 2017 thru email address at gladys.sa.crmd@gmail.com.

Thank you.

**ALFREDO A. PALMA** 

**OIC-Deputy Commissioner Internal Administration Group** 



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

# RECORDS MANAGEMENT ACTION PLAN YEAR <u>2017</u>

Group/Office/Division/Port/Subport\_

DESCRIPTION OF ACTIVITIES	CALENDAR / SCHEDULE	RESPONSIBLE PERSON	Activity Indicators	Remarks
A Croation of the control of the con				the end of the
General and BOC Transactional Records of Year 2016	January 1-15, 2017	Records Officer Admin Office/Division	Physical Storage Room, where hard copy records are secured and safely	year)
-All files created/accumulated in year 2016 are grouped on a per transaction basis and/or on a monthly basis		Or of any Division /Unit/Section	Picture/s	
-All available Records Holding are identified,	Feb 15, 2017 to March 15, 2017	Records Officer Admin Office/Division	Physical Storage Room, where hard copy records are secured and safely kent	
classified and arranged in a chronologic manner.		Or of any Division /Unit/Section	Rept Picture/s	
C.Identification of Records which are eligible April 15, 2017 to for disposal June 15, 2017	April 15, 2017 to June 15, 2017	Records Officer Admin Office/Division	Physical Storage Room, where hard copy records are secured and safely kept	



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	/Unit/Section	be retained (Active Files)			
	and are occupied vectors	n Schedule (GRDS) or BOC Disposition Schedule (BOC-RDS), rmine if those records already s purpose and not involved nor in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and Posal Po	Disposition School In Canal	/I Init/Sec	
evaluated using the General Records  Disposition Schedule (GRDS) or BOC  Disposition Schedule (GRDS) or BOC		s purpose and not involved nor in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and rage room of records eligible for sosal rage room of records which must	and determine if those records already	-	
Or of any Division /Unit/Section		refore already eligible for disposal.  Holdings are segregated and rage room of records eligible for must rage room of records which must	served its purpose and not involved nor		
Or of any Division /Unit/Section		Holdings are segregated and rage room of records eligible for sosal rage room of records which must	connected in any administrative or judicial		
Or of any Division /Unit/Section		rage room of records eligible for sosal and of records which must	-Records Holdings are segregated and		
Or of any Division /Unit/Section		storage room of records eligible for disposal storage room of records which must	stored at:		
using the General Records are Junit/Section Schedule (GRDS) or BOC Disposition Schedule (BOC-RDS), rmine if those records already purpose and not involved nor in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and	rmine if those records already s purpose and not involved nor t in any administrative or judicial refore already eligible for disposal. Holdings are segregated and	storage room of records which must	1) storage room of records eligible for	P	
using the General Records are Schedule (GRDS) or BOC Disposition Schedule (BOC-RDS), rmine if those records already in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and rage room of records eligible for disposal.	rmine if those records already s purpose and not involved nor in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and rage room of records eligible for				
using the General Records  using the General Records  Schedule (GRDS) or BOC Disposition Schedule (BOC-RDS),  rmine if those records already  spurpose and not involved nor  in any administrative or judicial  refore already eligible for disposal.  Holdings are segregated and  Holdings are segregated and  age room of records eligible for ossal  age room of records which must retained (Active Files)	rmine if those records already s purpose and not involved nor in any administrative or judicial refore already eligible for disposal.  Holdings are segregated and rage room of records eligible for sosal retained (Active Files)		-Request [from National Archives of the		
Or of any Division /Unit/Section		-Request [from National Archives of the	Philippines (NAP)] Authority to Dispose of Records, using the attached Form labeled as		
Or of any Division /Unit/Section		-Request [from National Archives of the Philippines (NAP)] Authority to Dispose of Records, using the attached Form labeled as	Annex A, is prepared and/or properly filled up.		
aluated using the General Records are sposition Schedule (GRDS) or BOC scords Disposition Schedule (GRDS) or BOC scords Disposition Schedule (BOC-RDS), of determine if those records already rived its purpose and not involved nor innected in any administrative or judicial ses, therefore already eligible for disposal.  eccords Holdings are segregated and ried at:  1) storage room of records eligible for disposal.  2) storage room of records which must be retained (Active Files)  equest [from National Archives of the lippines (NAP)] Authority to Dispose of cords, using the attached Form labeled as nex A, is prepared and/or properly filled	d determine if those records already rved its purpose and not involved nor nnected in any administrative or judicial ses, therefore already eligible for disposal.  ecords Holdings are segregated and sixed at:  1) storage room of records eligible for disposal  2) storage room of records which must be retained (Active Files)  squest [from National Archives of the lippines (NAP)] Authority to Dispose of cords, using the attached Form labeled as nex A, is prepared and/or properly filled	-Request [from National Archives of the Philippines (NAP)] Authority to Dispose of Records, using the attached Form labeled as Annex A, is prepared and/or properly filled up.	to Dispose of	1,5	
the records are general Records General Records GRDS) or BOC dule (BOC-RDS), records already not involved nor trative or judicial gible for disposal.  segregated and cords eligible for cords which must files)  Archives of the ty to Dispose of Form labeled as or properly filled  to Dispose of June 16-30, 2017 CRMD	records already not involved nor trative or judicial gible for disposal.  segregated and cords eligible for cords eligible for must files)  Archives of the for Dispose of the form labeled as for properly filled to Dispose of June 16-30, 2017 CRMD	Archives of the ty to Dispose of the Form labeled as for properly filled to Dispose of June 16-30, 2017 CRMD		Records O	5
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the records are general Records General Records GRDS) or BOC dule (BOC-RDS), records already not involved nor trative or judicial gible for disposal.  segregated and cords eligible for cords which must files)  Archives of the fy to Dispose of form labeled as for properly filled  to Dispose of June 16-30, 2017 CRMD  Records Office/Division  Records Office/Division  Records Office/Division	records already records already not involved nor trative or judicial gible for disposal.  segregated and cords eligible for cords which must files)  Archives of the far to Dispose of the for properly filled to Dispose of June 16-30, 2017 CRMD  Records Officer Admin Office/Division	Archives of the ty to Dispose of from labeled as for properly filled to Dispose of June 16-30, 2017 CRMD  Records Officer Admin Office/Division			fice/Division

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					-At this stage, schedules are dependent on the evaluation and findings of the NAP, likewise schedules of the official buyer contracted by the NAP.			
					/er	proposed schedules)	Dec 15, 2017 (BoC Flexible	July 1, 2017
						Or of any Division /Unit/Section	Admin Office/Division	Records Officer
ESS Gate Pass	Certificate of Actual Disposal signed by NAP and COA Representatives	NAP Analysis and Findings	NAP Authority	Transmittal Letter	NAP Request From Properly Filled Up and Receipted by the NAP	Picture/s	copy records are secured and safely kept	Physical Characa Danie

### Prepared by:

Administrative Officer (or Records Officer)

Director/Chief/Deputy Collector for Administration/Equivalent Unit

NOTED: