



**BUREAU OF CUSTOMS**  
MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

IA G Memo No. 27-2023

MASTER COPY  
hmb

**MEMORANDUM**

TO : **ALL ADMINISTRATIVE OFFICERS**  
Divisions/Offices/Units of Groups  
Ports and Subports  
Others Concerned

FROM : **COLL. JOHN M. SIMON**  
Acting Director, Administration Office

SUBJECT : **Inventory, Appraisal and Disposal of Records**

DATE : 01 June 2023

Pursuant to the Implementing Rules and Regulations of RA 9470 or the National Archives of the Philippines (NAP) Act of 2007, you are hereby required to conduct an inventory and appraisal of your record holdings using NAP Form 1, herein attached as Annex-A. Should there be records that are eligible for disposal, the accomplished NAP Form 1 shall be requisite to application for Authority to Dispose.

Kindly submit your compliance to the Central Records Management Division thru crmd@customs.gov.ph on or before **30 JUNE 2023**.

For appropriate action.

References:

- <https://nationalarchives.gov.ph/wp-content/uploads/2015/04/NAP-Gen.-Circular-1-2-and-GRDS-2009.pdf>
- <https://customs.gov.ph/wp-content/uploads/2015/05/CMO-No.11-2015-Disposal-of-Valueless-Records-Documents1.pdf>

cc: Michael C. Fermin  
Acting Deputy Commissioner, IAG

NAP Form No. 1

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY	ORGANIZATIONAL UNIT		TELEPHONE NO.:				
		ADDRESS	PERSON-IN-CHARGE OF FILES		DATE PREPARED:				
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPPLICATION	TIME VALUE T/P	UTILITY VALUE ADM /F /L / ARCH	RETENTION	DISPOSITION PROVISION

LEGEND:  
 TIME VALUE: T - Temporary  
 UTILITY VALUE: Adm - Administrative

P - Permanent  
F - Fiscal  
L - Legal  
Arch - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

Name and Position

NAP Records Management Analyst

Chief of the Division/Department

**LEGEND FOR OTHER FIELDS TO BE FILLED:**

<b>RECORDS SERIES TITLE AND DESCRIPTION</b>	Description of Records (or <b>RETAINED DOCUMENTED INFO</b> ), which are also provided in the BOC Records Disposition Schedule (RDS) attached to CMO 11-2015
<b>PERIOD COVERED</b>	The year/s your available records (or Retained Doc Info) were created or produced
<b>VOLUME IN CUBIC METER OR NO OF SACK</b>	Estimate of the volume of records (or Retained Doc Info) stored in your office, may be in cubic meter or number of sacks.
<b>LOCATION OF RECORDS</b>	Where the available records (or Retained Doc Info) are located
<b>FREQUENCY OF USE</b>	You may indicate "AS NEED ARISES" or "ANA"
<b>DUPLICATION</b>	Where else the records (or Retained Doc Info) are stored. Are there other offices that keep this same records? If YES, indicate the office in this field
<b>TIME VALUE</b>	Indicate T-Temporary or P- Permanent. Please refer to the BOC RDS
<b>UTILITY VALUE</b>	Indicate: ADM - for Administrative Value; F-for Fiscal Value; L- for Legal Value and Arc - for Archival Value (Maps of Magellan and Land Titles issued by the King of Spain are examples of records having Archival Value)
<b>RETENTION PERIOD</b>	Refer to the number of years provided in the BOC RDS attached to CMO 11-2015
<b>DISPOSITION PROVISION</b>	(Meanwhile, leave this blank)

NAP Form No. 1

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupang ng Pilipinas</i>										<b>TELEPHONE NO.:</b> 9293830360			
<b>BUREAU OF CUSTOMS</b> Gate 3 Port Area South Harbor Manila					<b>ORGANIZATIONAL UNIT</b> CRMD - ADMINISTRATION OFFICE <i>Internal Administration Group</i>						<b>DATE PREPARED:</b> June 17, 2022		
<b>AGENCY ADDRESS</b>					<b>PERSON-IN-CHARGE OF FILES</b> MARGARET MANALAYSAY/RAQUEL CRUZ/SALLY CRUZ VICTOR HIGON/DIOANA GARCIA/NICA PALACIO/EDRIC CRUZ		<b>UTILITY VALUE ADM / F</b> /- / ARCH		<b>RETENTION</b>		<b>DISPOSITION PROVISION</b>		
<b>RECORDS SERIES TITLE &amp; DESCRIPTION</b>		<b>PERIOD COVERED</b>			<b>VOLUME IN CUBIC METER</b>		<b>LOCATION OF RECORDS</b>		<b>FREQUENCY OF USE</b>		<b>DUPLICATION</b>		
Quality Management System (QMS) Records Guidelines for Auditing QMS ISO:19011   2020 to present QMS Fundamentals and Vocabulary ISO:9000 QMS-Guidance for Documented Information QMS Requirements ISO:9001 QMS Manual QMS Process Manuals Reports Audit Finding Corrective Action Improvement Positive Aspect Logsheets Audit Program Audit Plan Audit Schedule Auditors' Notes and Reports Checklists Auditors' Qualifications After Audit Evaluation		2020 to present			Two (2) sacks		CRMD		ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA ANA		IIQMSO		PERMANENT

SAMPLE ONLY

**LEGEND:**

TIME VALUE: T - Temporary    P - Permanent  
 UTILITY VALUE: Adm - Administrative    F - Fiscal    L - Legal    Arch - Archival

PREPARED BY: \_\_\_\_\_    ASSISTED BY: \_\_\_\_\_    APPROVED BY: \_\_\_\_\_

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Name and Position
NAP Records Management Analyst
Chief of the Division/Department

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