



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

MEMORANDUM

**TO : ALL DEPUTY COLLECTORS (or EQUIVALENT OFFICER)
FOR ADMINISTRATION
AND OTHERS CONCERNED**

[Signature]
**FROM : MICHAEL C. FERMIN
Deputy Commissioner, IAG**

**SUBJECT : Conduct of Actual Disposal of Valueless Records as
Authorized by the National Archives of the Philippines
(NAP)**

DATE : 5 June 2025

1. In order to facilitate the conduct of disposal of valueless records, the following shall be observed:

- a. The **Request for Authority to Dispose of Records (NAP Form 3)** shall be forwarded by the Office of the Deputy Collector for Administration or Equivalent Unit to the corresponding NAP office:

For Luzon Collection Districts –

Records Management Services Division
National Archives of the Philippines (NAP)
PPL Building, 1000 UN Avenue corner San Marcelino Street
Ermita, Manila
Tel. No. (02) 85213034

For Visayas Collection Districts –

Cebu Regional Archival Network
National Archives of the Philippines (NAP)
Trade Arcade Building, Hernan Cortes Street
Mandaue City, 6014 Cebu
Tel. No. (032) 346 8040 / (032) 4227224

For Mindanao Collection Districts –

Davao Regional Archival Network
National Archives of the Philippines (NAP)
2nd Floor, NAP New Office Building
(Formerly Polintan Building)
Diversion Road, Carlos P. Garcia Highway,
Bangkal, Davao City 8000
Tel. No. (082) 2974705

- b. Once the request is approved, the Office of the Deputy Collector for Administration or Equivalent Unit shall coordinate with their Resident Auditor or Regional Commission on Audit (COA) Office and the corresponding Regional Archival Network/NAP for the date/schedule of the actual disposal.

Copies of the following shall be forwarded to COA:

- 1) Notice of Approval or NAP Form No. 5 (Authority to Dispose)
 - 2) NAP Form No. 4 (Records Management Analysis)
 - 3) NAP Form No. 3 (Request for Authority to Dispose)
- c. Should NAP recommends disposal by sale, the office of the Deputy Collector for Administration or equivalent unit may opt to ***avail*** the services of the NAP official buyer, for economic reasons and/or instead of conducting a public bidding to select the official buyer of the valueless records. In which case, a ***Letter of Availment*** shall be issued to the NAP office. (Format, Annex-E)
 - d. Three (3) days after the conduct of actual disposal, a certified copy of the accomplished **Certificate of Disposal of Records (NAP Form 6)** shall be transmitted to the CRMD, for recording and consolidation purposes.
2. Requests for Authority to Dispose of Records applied by the groups/central offices shall be coursed thru the Chief, Central Records Management Division (CRMD), who shall evaluate the request and if found in order, shall endorse the same to the NAP. Once the request is approved, the CRMD shall coordinate with Office of the Resident Auditor (COA) and NAP for the date/schedule of the actual conduct of disposal.
 3. No disposal of records shall be conducted without the presence of COA and NAP representatives.
 4. For monitoring purposes, the concerned Administrative Officers of the Offices/Districts/Subports are required to submit to the Internal Administration Group through the Central Records Management Division

at crmd@customs.gov.ph on or before **30 JUNE 2025** their **2025-2026 Records Management Action Plan** using the format herein attached as Annex C.

The CRMD shall monitor the implementation of the said action plan.

Also, a Certificate may be issued that No Disposal of Records will be recommended, should the records stored in your office/s have not yet reached its retention period.

5. Be guided accordingly.

REFERENCES:

1) BOC Existing Records Disposition Schedule:

<https://customs.gov.ph/wp-content/uploads/2023/01/CMO-No.11-2015-Disposal-of-Valueless-Records-Documents1.pdf>

2) Government General Records Disposition Schedule:

https://nationalarchives.gov.ph/wp-content/uploads/2024/02/NAP_General_Circular_No_5.pdf

LIST OF ANNEXES

ANNEX A	EXISTING BOC RECORDS DISPOSITION SCHEDULE
ANNEX B	GENERAL RECORDS DISPOSITION SCHEDULE COMMON TO ALL GOVERNMENT AGENCIES
ANNEX C	RECORDS MANAGEMENT ACTION PLAN 2025-2026
ANNEX D	REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
ANNEX E	LETTER OF AVAILMENT FORM

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RMAO Form No. 2 REVISED 2002		ANNEX "A" (Accomplish in Quintuplicate)		
RECORDS DISPOSITION SCHEDULE				
1. Agency BUREAU OF CUSTOMS		3. Schedule 1		5. Page
2. Address: Port Area, Manila		4. Date Prepared 3-Dec-02		
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period		
		(a) Active	(b) Storage	(c) Total
		9. Disposition Authority/Remarks		
	ADMINISTRATIVE SERVICES			
1	Administrative Issuances			
	Customs Memorandum Circulars	PERM		
	Customs Memorandum Orders	PERM		
	Customs Special Orders	PERM		
2	Broker's Licenses	2	3	5
3	Charge Slips	2		2
4	Communications on:	2		2
	Embassy and Consular Offices			
	Foreign Countries and Private Parties			
	Personal Tax Exemptions			
	Storage Extension of Cargoes			
	Tax Exempt Shipment			
5	Reports	2	3	5
	Monthly reports of collection (All ports of entry)			
	Port Situations			
	Summary Reports (Traffic Container)			
6	Requests/Inquiries	1		1
	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			
7	Tax Exemptions	3	7	10

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RECORDS DISPOSITION SCHEDULE				
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2. Address Port Area, Manila		4. Date Prep: 3-Dec-02		
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period		
		(a) Active	(b) Storage	(c) Total
		9. Disposition Authority/Remarks		
	Foreign Embassies/Consular Offices			
	RA 3127 - Board of Industries			
	Government/Private Offices			
	Personal & Returning Residents			
8	Seizures (Vessels, Importation)	3	7	10
9	Tax Credit	3	7	10
10	Tax Refund	3	7	10
COMPUTER CENTER SERVICES				
11	Entry Processing Stubs	2		2
12	IBM Cards & Continuous Forms	Dispose 6 mos after data are transferred to Magne		
13	Magnetic Tapes	PERM		
14	Summary of Importation by Tariff Paragraph	PERM		
15	Transcribing Sheets	Dispose 1 year after transcription		
LEGAL & INTELLIGENCE SERVICES				
16	Inquiries/Requests	1		1
17	Seizure Cases (Appeals, Protests, Decisions	Disposal is covered by Administrative Order No. 10		
18	Subpoena/Subpoena Duces Tecum	3		3
OPERATION & ENFORCEMENT SERVICES				
19	Abstract of Collections	2	3	5
20	Alert Notices	3		3
21	Applications	2	3	5
	Bonds			
	Liquidation of Raw Materials			

RMAO Form No. 2 REVISED 2002						ANNEX "A" (Accomplish in Quintuplicate)	
RECORDS DISPOSITION SCHEDULE							
1. Agency BUREAU OF CUSTOMS				3. Schedule 1		5. Page	
2. Address Port Area, Manila				4. Date Prepared 3-Dec-02			
6. Item No. 7. RECORDS SERIES TITLE & DESCRIPTION				8. Retention Period			9. Disposition Authority/Remarks
				(a) Active	(b) Storage	(c) Total	
	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	
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	Clearances			2	3	5	
	Berthing Orders						
	Exportations						
	Inspections, Identifications and Loading						
	Lading						
	Origin (GSP form A)						
	Origin of General Merchandise Releases (White CO)						
	Short Shipments/non-Shipments (Shipping Companies)						
33	Chargeable Bonds			2	3	5	
34	Checklist (Bonds)			2	3	5	
35	Communications on:			2		2	
	Consular Offices						

RMAO Form No. 2 REVISED 2002		ANNEX "A" (Accomplish in Quintuplicate)		
RECORDS DISPOSITION SCHEDULE				
1. Agency BUREAU OF CUSTOMS		3. Schedule 1		5. Page
2. Address Port Area, Manila		4. Date Prepared 3-Dec-02		
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period		
		(a) Active	(b) Storage	(c) Total
				9. Disposition Authority/Remarks
	Embassies			
	Government			
	Transacting Public			
36	Crew Declarations	2	3	5
37	Customs Bonds & Working Papers			
	Berthing			
	Common Carriers			
	Customs Brokers			
	Documentary			
	General Importers			
	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	1		1
42	Daily Record of Import Entries	5	2	10
43	Drawback Claims	2	3	5

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RECORDS DISPOSITION SCHEDULE					
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2. Address Port Area, Manila		4. Date Prepared 3-Dec-02			
6. Item No. 7. RECORDS SERIES TITLE & DESCRIPTION		8. Retention Period			
		(a) Active	(b) Storage	(c) Total	9. Disposition Authority/Remarks
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		2	
	Commercial Documents (invoices, Telegrams, transmittals, etc.)	2	0	2	
	Commodities clearance	2	0		
48	Free Pratique	2	3	5	
49	Gate Pass (transfer & delivery of Imported Articles	2	3	5	
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	2		2	
	Auxilliary				
	Commercial				
	Consular				

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2. Address Port Area, Manila		4. Date Prepared 3-Dec-02		
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period		
		(a) Active	(b) Storage	(c) Total
	9. Disposition Authority/Remarks			
56	Lists	2	3	5
	Boatnotes			
	Crew			
	Crew Declarations			
	Parcels			
	Packing			
	Price			
	Shipstores			
	Stores			
57	Manifests	2	3	5
	Cargo			
	Coastwise			
	Domestic			
	Entrance & Clearance			
	Foreign			
	Inward & Outward			
	Passengers (Arrival & Departure)			
	Transit			
58	Masters Oath	2	3	5
59	Multilateral Trade Negotiation (MTN)	2	8	10
60	No-Dollar Import & Export Declarations	2	3	5
61	Notice of Auction Sale	5	5	10
	Appraisal			

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RMAO Form No. 2 REVISED 2002		ANNEX "A" (Accomplish in Quintuplicate)			
RECORDS DISPOSITION SCHEDULE		3. Schedule 1	5. Page		
1. Agency BUREAU OF CUSTOMS		4. Date Prepared 3-Dec-02			
2. Address Port Area, Manila		8. Retention Period			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	(a) Active	(b) Storage	(c) Total	9. Disposition Authority/Remarks
	Award				
	Bidding				
	Gate Pass				
62	Oath of Entering Vessels from Foreign Ports	3		3	
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 (decongest, military, Bonded, cold storage, provision, Transshipment/local)				
	Temporary (to transfer)				
	Transfer (bonded warehouse, cold storage Outside CY-CFS)				
	Van (for Withdrawal Containers)				
	Warehousing 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	
	Entries	2	3	5	
	Finance Attaches	2	3	5	

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1. Agency BUREAU OF CUSTOMS			3. Schedule 1		5. Page	
2. Address: Port Area, Manila			4. Date Prep: 3-Dec-02			
6. Item No. 7. RECORDS SERIES TITLE & DESCRIPTION			8. Retention Period			9. Disposition Authority/Remarks
			(a) Active	(b) Storage	(c) Total	
	Performance on Tonnage		2	3	5	
	Registered Vessels		2	3	5	
	Seizure Cases		2	3	5	
	Statistical (Customs, Tariff, CB, Trade)		2	3	5	
	Transferred Shipment in Bonded Warehouse		PERMANENT			
	Transmittal		5	5	10	
	Vessels Boarded/ BC Form 34)		2	3	5	
	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					
	Collection					
	Customs Inspectors					
	Disbursements					
	Entries (Customs Brokers)		2	8	10	
	Examination & Delivery of Cargoes at piers (Weekly)					
	Examiner's Flight & Examination					
	Guardchecks					
	Importation					

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RMAO Form No. 2 REVISED 2002					ANNEX "A" (Accomplish in Quintuplicate)			
RECORDS DISPOSITION SCHEDULE								
1. Agency BUREAU OF CUSTOMS					3. Schedule I 1			
2. Address: Port Area, Manila					4. Date Prepd: 3-Dec-02			
					8. Retention Period			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION				(a) Active	(b) Storage	(c) Total	9. Disposition Authority/Remarks
	Port Situation							
	Seizures							
	Storekeepers (With Warehousing Permits, withdrawals, boatnote, & Gate Pass)							
72	Requests				1		1	
	Shipping Lines/Importers/Brokers							
	Value & Classification Information							
73	Requisition Slips				2		2	
74	Revision Orders				3		3	
75	Seizures				3	7	10	
76	Seizure Cases				PERM			
	Abandonment Proceedings				PERM			
	Decisions				PERM			
	Warrant of Seizures				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 (CBRC)				2	3	5	
80	Vessels				2	3	5	
	Advice							
	Clearance							
81	Voyage Memos				2	3	5	
82	Withdrawal Computation Sheets				3	2	5	
POS/UPDATE BY THE EXPORT COORDINATION DIVISION								
1	Certificate of Origin							

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2. Address Port Area, Manila		4. Date Prep: 3-Dec-02			
6. Item No.	7. RECORDS SERIES TITLE & DESCRIPTION	8. Retention Period			9. Disposition Authority/Remarks
		(a) Active	(b) Storage	(c) Total	
	Generalized Systems of Preference (GSP)	2		2	
	Preferential Trading Arrangement (PTA) White	2		2	
	White	1		1	
2	Inspectors' Certificate of Lading	1		1	
POS: ANOTHER UPDATE BY THE EXPORT COORDINATION DIVISION					
1	Export Declaration	2		2	
	Commercial Documents (Invoices, Teloeograms, Transmittals, etc.)				
	Commodities Clearance				


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Annex B

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 NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan ng Pilipinas</i> GENERAL RECORDS DISPOSITION SCHEDULE Common to all Government Agencies Series of 2023		
ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
ADMINISTRATIVE AND MANAGEMENT RECORDS		
1	ACKNOWLEDGEMENT RECEIPTS	1 year
2	ANTI-RED TAPE AUTHORITY (ARTA) RECORDS	2 years after superseded
3	BROCHURES / LEAFLETS / PAMPHLETS (ABOUT OR BY THE AGENCY)	1 year provided 1 copy is retained for reference
4	CALENDARS / SCHEDULES OF ACTIVITIES OR EVENTS	1 year
5	CERTIFICATES Appearance Disposal of Valueless Records with Supporting Documents Travel Completed	1 year PERMANENT 1 year
6	CERTIFICATIONS	1 year
7	CHARTS Functional Organizational	PERMANENT
8	CORRESPONDENCE Non - Routine Routine	To be filed with appropriate record series and should follow the retention period in which records are attached 2 years after acted upon
9	CUSTOMER FEEDBACK SURVEYS	1 year after evaluated
10	DIRECTORIES OF EMPLOYEES / OFFICIALS	2 years after updated
11	ENDORSEMENTS	6 months or to be filed with appropriate records series
12	FEASIBILITY STUDIES	Permanent if implemented, otherwise dispose after 5 years from date of record
13	FREEDOM OF INFORMATION FILES Appeals Manual Report Request	2 years after acted upon / settled PERMANENT, other copies can be disposed of 2 years after revised / superseded 1 year after incorporated in the Annual Report 1 year after acted upon
14	GATE PASSES	6 months
15	HEALTH DECLARATION / CONTACT TRACING	3 months after evaluated
16	INQUIRIES	2 years after acted upon
17	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION FILES Documented Information Maintained Code of Practice / Procedure Forms Plans Action Quality Quality Manual/Policy	PERMANENT, other copies can be disposed of 2 years after superseded 1 year after revised / superseded 3 years after implemented 2 years after superseded PERMANENT, other copies can be disposed of 2 years after superseded

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
17 (con't)	INTERNATIONAL ORGANIZATION FOR STANDARDIZATION FILES Documented Information Retained Quality Objectives Functional Quality and Action Plan Top Level and Functional Auditor / Auditee Evaluation Competency Gap Assessment for Auditors Conference Notice Context of the Organization Logs (COTO) Feedback Mechanism/ Customer Satisfaction Survey / Issue Logs Stakeholder's Analysis / Requirements Strengths, Weaknesses, Opportunities, Threats (SWOT) Document Review and Approval Record Masterlists Minutes of Management Review / IQA Meeting Non-Conformity Matrix Quality References (QR) Reports External / Internal Quality Audit (IQA) IQA Status Key Performance Measures Summary / Graph Analysis Monthly Accomplishment / Summary Non-Compliance and Corrective Action Quality Workplace Evaluation Root Cause Analysis Risk / Opportunity Assessment Register ISO Certifications	3 years after superseded 2 years 2 years 1 year 3 years after evaluated 3 years 3 years 1 year 3 years PERMANENT 4 years 2 years 3 years 3 years 4 years 2 years after evaluated 2 years 3 years PERMANENT, other copies can be disposed of 2 years after expired / renewed
18	ISSUANCES Issued by or for the head of agency documenting policies / functions / programs of the agency Issued by or for the head of agency reflecting routine information or instruction	PERMANENT 2 years after superseded
19	LISTS Associations Committees Cooperatives Donors Mailings	1 year after updated
20	LOGBOOKS Incoming/Outgoing Correspondence Visitors Ordinary Very Important Persons	2 years after date of last entry 2 years after date of last entry PERMANENT
21	MANUALS OF OPERATION	PERMANENT, other copies can be disposed of 5 years after revised
22	MEETINGS / PROCEEDINGS FILES Agenda Minutes Audio Recordings Board / Executive Committee Staff Notices	1 year 1 year after final minutes is prepared and approved by the committee PERMANENT 1 year 1 year
23	OFFICIAL GAZETTES	PERMANENT
24	PLANS Action / Work Strategic	3 years after implemented
25	PRESS RELEASES (ABOUT OR BY THE AGENCY)	PERMANENT

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
26	PROPOSALS	PERMANENT if implemented, otherwise dispose 5 years from the date of record
27	PUBLICATIONS (RECORD SET)	PERMANENT
28	REORGANIZATION RECORDS	PERMANENT
29	REPORTS	
	Acceptance	2 years
	After Activity (Trainings, Seminars, Meetings)	2 years after incorporated in the Annual Report
	Annual / Special	
	Agency	PERMANENT
	Division / Section / Unit / Office	2 years after incorporated in the Agency Annual Report
	Inspection	2 years
	Monthly / Semi-Annual / Weekly / Quarterly	2 years after incorporated in the Annual Report
	Terminal	PERMANENT
30	SLIPS	1 year
	Locator	
	Permission	
	Routing	
31	SPEECHES (RECORD SET)	PERMANENT
32	STANDARD OPERATING PROCEDURES (SOP)	PERMANENT
33	TRIP TICKETS	1 year
34	VIDEO RECORDINGS	
	Closed-Circuit Television (CCTV)	6 months after status report on operations had been prepared
	Regular Activities	1 year
	Special Activities / Events	PERMANENT
35	WORK PROGRAMS	3 years after implemented
BUDGET RECORDS		
36	ALLOTMENT FILES	
	Advices	
	Allotment	3 years
	Modification (MAF)	3 years after settled
	Use of Personal Service(PS)	3 years after settled
	Agency Budget Matrixes	3 years
	Allotment Release Orders	3 years
	General (GARO)	
	Special (SARO)	
	Obligation Request/Slips (ORS formerly ALOBS)	3 years
	Plan of Work and Request for Allotment	3 years
	Registries	10 years
	Allotment, Obligations and Disbursement	
	Capital Outlays (RAODCO)	
	Financial Expenses (RAODFE)	
	Maintenance and Other Operating Expenses	
	Personal Services (RAODPS)	
	Budget, Utilizations and Disbursement	
	Requests for Obligation of Allotment (ROA)	3 years
	Statement of Allotment, Obligations and Balances (SAOB)	3 years
	Statement of Appropriations, Allotment and Advice (SAAA)	3 years
37	ANNUAL / SPECIAL / SUPPLEMENTAL BUDGETS	3 years
38	BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS	3 years
	Aging of Due and Demandable Obligations(ADDO) - FAR No.3	
	Lists of Allotments and Sub-Allotments(LASA)-FAR No. 1-B	

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
38 (cont)	BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS Monthly Report of Disbursements (MRD) - FAR No. 4 Quarterly Physical Report of Operation (QPRO) - BAR No. 1 Quarterly Report of Revenue and Other Receipts (QRROR) - FAR No. 5 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) - FAR No. 1 Statement of Approved Budget, Utilizations, Disbursements Balances (SABUD) - FAR No. 2 (for Off - Budget Fund) Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE) - FAR No. 1 - A Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) - FAR No. 2 - A (for Off - Budget Fund)	3 years
39	BUDGETARY CEILINGS	3 years
40	BUDGET ESTIMATES INCLUDING ANALYSIS SHEETS AND ESTIMATES OF INCOME	3 years
41	BUDGET EXPENDITURES Programs Source of Financing	5 years
42	BUDGET ISSUANCES (THOSE USED AS AUTHORITY FOR AGENCY TRANSACTIONS)	10 years
43	BUDGET PROPOSALS	3 years
44	BUDGET SHEET ANALYSIS	3 years
45	BUDGET UTILIZATION REQUEST AND STATUS (BURS)	3 years
46	GENERAL APPROPRIATIONS ACTS	3 years
47	NOTICES Allocations Cash Transfer Request and Status Adjustment Budget Utilization Obligation	3 years
48	ORGANIZATIONAL PERFORMANCE INDICATOR FRAMEWORK (OPIF)	PERMANENT
49	SPECIAL / SUPPLEMENTAL BUDGETS	3 years
50	WORK AND FINANCIAL PLANS	3 years
FINANCIAL AND ACCOUNTING RECORDS		
51	ABSTRACTS Daily Collections Deposits and Trust Funds General Collections Sub - Vouchers	5 years 5 years 5 years 2 years
52	ADVISES Checks Issued and Cancelled Remittance	4 years 10 years
53	ANNUAL STATEMENTS OF ACCOUNTS PAYABLE	PERMANENT
54	AUDITOR'S CONTRACT CARDS	3 years
55	AUTHORITIES FOR ALLOWANCES	2 years after terminated

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
56	AUTHORIZATIONS Overtime Purchase of Equipment/Property Transfer of Fund Travel	1 year after expired
57	BANK SLIPS Deposits Remittances Withdrawal	10 years
58	BILLS	10 years after settled
59	BONDING FILES Action Applications/Requests Fidelity/Surety Bond Indemnity for Issuance of Due Warrant	3 years 3 years 5 years after expired / terminated 3 years
60	BOOKS OF ORIGINAL ENTRY Journals Analysis of Obligation Bill Rendered Cash Cash Disbursement Cash Receipts Check Disbursement Checks Issued Collection and Deposit Disbursement by Disbursing Officer General Ledgers Expense General Subsidiary	PERMANENT
61	CASH FILES Allocation Ceilings Disbursements Flow Charts Receipts Registers Disbursements In Bank Receipts	3 years after settled 10 years provided post audited, finally settled, and not involved in any case PERMANENT 10 years provided post audited, finally settled, and not involved in any case PERMANENT
62	CERTIFICATES Settlement and Balances Shortages	10 years provided post audited, finally settled, and not involved in any case
63	CERTIFICATIONS OF AVAILABILITY OF FUNDS	1 year after settled
64	CHECKS AND CHECK STUBS	10 years provided post audited, finally settled, and not involved in any case
65	CLAIMS Health Benefits Hospital Insurance	10 years after settled
66	COMMISSION ON AUDIT FILES Findings and Recommendations Management Letters Notice of Decision Reports Annual Audit Observation	10 years after complied / settled

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
67	DAILY CASH FLOW	3 years after settled
68	DAILY STATEMENT OF COLLECTIONS	5 years
69	FINANCIAL STATEMENTS Balance Sheets Cash Flows (Annual) General Purpose Income Operations	PERMANENT
70	INDICES OF PAYMENTS Creditors Employees Sundry Payments by Checks / Warrants	5 years 15 years after retired / separated PERMANENT
71	ITINERARY OF TRAVEL	1 year
72	JOURNAL ENTRY VOUCHERS	12 years provided post-audited, finally settled, and not involved in any case
73	LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - AUTHORITY TO DEBIT ACCOUNTS	4 years after settled / post-audited
74	LISTS OF REMITTANCES Loans Premiums	10 years after updated and reconciled
75	LOGBOOKS OF GENERAL FUNDS	3 years after date of last entry
76	MONTHLY SETTLEMENTS OF MONTHLY SUBSIDIARY LEDGER BALANCE	2 years provided settled
77	NOTICES Cash Allocation Disallowances Dishonored Checks Suspensions Transfer of Allocation	3 years after settled
78	OFFICIAL CASH BOOKS	PERMANENT
79	OFFICIAL RECEIPTS	10 years provided post-audited, finally settled, and not involved in any case
80	ORDERS OF PAYMENT	10 years after settled
81	PAYROLLS	10 years provided post-audited, finally settled, and not involved in any case
82	PAYROLL PAYMENT SLIPS / PAY SLIPS	10 years provided settled
83	QUARTERLY STATEMENTS OF CHARGES TO ACCOUNTS PAYABLE	10 years
84	REGISTERS Accounts Written-Off Checks Released Checks/Warrants Checks/Warrants Control Payroll Petty Cash Fund	PERMANENT
85	RELIEFS FROM ACCOUNTABILITY Decisions Requests	10 years provided a copy is filed with 201 files

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
86	REPORTS Accountabilities for Accountable Forms Cash Disbursements Cash Examinations Collecting and Disbursing Officers Checks Issued and Cancelled Collections and Deposits Disbursements Daily Cash Liquidations Monthly Income Overdrafts and Misuse of Trust Funds Petty Cash Fund Paid Vouchers Replenishments	3 years after cash had been examined 10 years after settled 3 years provided post-audited, finally settled, and not involved in any case 10 years provided post-audited, finally settled, and not involved in any case 3 years 10 years 10 years 5 years after case had been settled or terminated 10 years provided post-audited, finally settled, and not involved in any case
87	SCHEDULE OF ACCOUNTS RECEIVABLES / PAYABLES	3 years after settled
88	STATEMENTS Accounts Current Payable Receivable Common Funds Financial Conditions Profits and Losses Reconciliations	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
89	SUMMARIES OF UNLIQUIDATED OBLIGATIONS AND ACCOUNTS PAYABLE	10 years after settled
90	SUNDRY PAYMENTS	10 years
91	TREASURY FILES Checking Accounts of Agency (TCAA) Drafts Warrants	10 years Provided post-audited, finally settled, and not involved in any case
92	TRIAL BALANCES AND SUPPORTING SCHEDULES Cumulative Results and Operations - Unappropriated Monthly/Quarterly Trial Balances Preliminary / Final Annual Trial Balances Accounting's Office Copy Auditor's Copy Regional Office Copy	PERMANENT 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
93	VOUCHERS INCLUDING BILLS, INVOICES AND OTHER SUPPORTING DOCUMENTS Disbursements / Journals Petty Cash Reimbursement Expense Receipts Travel Expenses	10 years provided post-audited, finally settled, and not involved in any case for COA and accounting / office / department / division / section / unit. All other copies dispose after 1 year
94	WITHHOLDING TAX CERTIFICATES	4 years after superseded
HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS		
95	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAM FOR NON - ELIGIBLES	5 years
96	APPLICATIONS Leave of Absence and Supporting Documents Relief of Accountability Retirement / Resignation	1 year after recorded in the leave card 5 years after separated / retired 1 year

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
97	ATTENDANCE MONITORING SHEETS	1 year
98	AUTHORITIES / REQUESTS TO CREATE OR FILL VACANT POSITIONS	2 years after vacant positions had been filled up
99	AWARDS / BENEFITS / GRATUITY	5 years after retired / separated from service
100	CERTIFICATES Rural Service Trainings / Seminars Attended	5 years after retired / separated from service
101	CERTIFICATIONS Employment Residency Service	1 year
102	CHANGE OF MARITAL STATUS / NAME	5 years after retired / separated from service
103	COMPARATIVE DATA MATRIX OF EMPLOYEES	2 years
104	DAILY TIME RECORDS	1 year after data had been posted in leave cards and post-audited
105	DESIGNATIONS / DETAILS	5 years after retired / separated from service
106	DUTIES AND RESPONSIBILITIES	5 years after retired / separated from service
107	EMPLOYMENT / PROMOTION FILES Application Letters with Supporting Documents Comparative Assessment / Evaluation Interview Evaluation / Score Sheets Summary of Rating Test Papers	1 year after vacant positions had been filled up
108	GENDER AND DEVELOPMENT (GAD) FILES Accomplishment Reports Plans and Budget	2 years after purpose had been served
109	HANDWRITING SPECIMENS / SIGNATURE	PERMANENT
110	JOB ORDER EMPLOYMENT CONTRACTS WITH SUPPORTING DOCUMENTS	5 years after terminated
111	LEAVE CREDIT CARDS	15 years after settled
112	LISTS OF ELIGIBLES/NON - ELIGIBLES	1 year after updated
113	LOGBOOKS Arrival and Departure of Employees Attendance Clearances Issued	2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card 2 years after date of last entry
114	MEDICAL CERTIFICATES IN SUPPORT OF ABSENCE ON ACCOUNT OF ILLNESS / MATERNITY / RETURN TO WORK	3 years after absences had been recorded in leave cards
115	MEMBERSHIP FILES GSIS Pag - Ibig PhilHealth	15 years after mandatory retirement and settled
116	MERIT SELECTION AND PROMOTION PLANS	1 year after superseded
117	ON THE JOB TRAINING FILES Certificate of Completion Memorandum of Agreement	1 year 1 year after Certificate of Completion has been issued

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117 (con't)	ON THE JOB TRAINING FILES Recommendation with Students Profile	1 year after Certificate of Completion has been issued
118	PERFORMANCE BASED BONUS RECORDS	3 years
119	PERFORMANCE FILES Appraisal Career Advancement through Constant Performance Appraisal Through Constant Encounter (PACE) Job Fit and Behavior Performance Commitment and Review Division (DPCR) Individual (IPCR) Office (OPCR) Performance Journal Performance Monitoring Tools and Reports Personnel Ranking for the Performance Based Bonus Rating Cards Summary Lists of Individual Performance Rating Target Worksheets	1 year after the final rating has been determined 2 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 1 year after the final rating has been determined 5 years after the final rating has been determined 3 years after the final rating has been determined 5 years after the final rating has been determined 2 years 1 year after the final rating has been determined
120	PERMISSION TO ENGAGE IN BUSINESS / PRIVATE	1 year after expired
121	REINSTATEMENTS	5 years after retired / separated from service
122	RELIEF OF ACCOUNTABILITY	5 years after retired / separated from service
123	SALARY STANDARDIZATION RECORDS	5 years after retired / separated from service
124	PERSONNEL FOLDERS (201 FILES) Academic Records Acceptance of Resignation Administrative Cases Appointments Approval of Retirement Assumption to Duty Certificates Eligibility Leave Credits Clearance (Latest) Notice of Salary Adjustments (Step Increment / Tranche) Oath of Office Personal Data Sheet (Curriculum Vitae / Resume) Position Descriptions Service Records (Updated) Statements of Assets, Liabilities and Networth (SALN)	15 years after retired / separated from service
125	PLANTILLA OF PERSONNEL	PERMANENT, other copies dispose after 3 years
126	POSITION ALLOCATION LISTS	3 years
127	POSITION CLASSIFICATIONS AND PAY PLANS	5 years after superseded
128	RECOMMENDATIONS / REFERRALS	1 year after acted upon
129	REPORTS Examinations Personnel Actions	1 year PERMANENT
130	REQUESTS Accumulated Leave Credits Approval on Promotions Changes of Status Monetization Reinstatements Transfers	1 year after acted upon/cleared
131	RETURN SERVICE CONTRACT	5 years after fulfilled

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
132	SERVICE CARDS	PERMANENT
133	STAFFING PATTERNS	PERMANENT
INFORMATION TECHNOLOGY RECORDS		
134	COMPUTER REPAIR HISTORY RECORDS	1 year after equipment had been disposed
135	DATABASES	2 years after system had been decommissioned, obsolete and migrated
136	DIGITAL MEDIA FOR DISASTER RECOVERY	PERMANENT if implemented otherwise dispose after 5 years
137	INFORMATION SYSTEM STRATEGIC PLANS	3 years
138	INVENTORIES OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT	1 year after updated
139	LOGBOOKS OF RELEASING AND ACCEPTANCE OF EQUIPMENT	2 years after date of last entry
140	MIGRATION PLANS	3 years after revised
141	NETWORK LAYOUT AND DIAGRAM	2 years after revised
142	PREVENTIVE MAINTENANCE REPORTS	2 years
143	PROGRAM / SYSTEM DOCUMENTATION RECORDS	2 years after system had been decommissioned
144	REQUESTS Information System Development / Enhancement Software Installation	1 year after acted upon
145	SOFTWARE LICENSES / CERTIFICATES	2 years after upgraded / obsolescence of software
146	USER'S MANUAL OF INFORMATION SYSTEMS	3 years after the information system had been replaced / decommissioned
LEGAL RECORDS		
147	AFFIDAVITS	1 year after purpose had been served
148	ARTICLES OF INCORPORATION / BY-LAWS	PERMANENT
149	CASES	7 years after finally settled except for decisions which are PERMANENT
150	CERTIFICATE OF NO PENDING CASE	1 year after issuance
151	COLLECTIVE NEGOTIATION AGREEMENT (CNA)	1 year after amended
152	COMPLAINTS / PROTESTS	5 years after settled
153	CONTRACTS	5 years after renewed / terminated and / or finally settled
154	DECISIONS	PERMANENT
155	DEEDS OF DONATION / SALE	PERMANENT
156	LEGAL OPINIONS	PERMANENT
157	MEMORANDA OF AGREEMENT / UNDERSTANDING	PERMANENT
158	PETITIONS	5 years after settled
159	RESOLUTIONS	PERMANENT

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
160	SPECIAL POWERS OF ATTORNEY	1 year after purpose had been served
161	SUBPOENAS Ad Testificandum Duces Tecum	3 years or to be filed with appropriate record series
PROCUREMENT AND SUPPLY RECORDS		
162	ACKNOWLEDGEMENT RECEIPTS FOR EQUIPMENTS (ARE) / MEMORANDUM RECEIPTS (MRE), SEMI-EXPENDABLE AND NON-EXPENDABLE PROPERTIES	1 year after equipment had been returned /disposed
163	AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS	2 years
164	BID AND AWARDS COMMITTEE FILES Abstracts Invitations Minutes Pre / Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated / settled, others dispose after 1 year
165	BILLS OF LADING	2 years after delivery had been accepted
166	BIN / STOCK CARDS Property Supplies	1 year after property had been disposed 3 years after date of last entry
167	CANVASS OF PRICES	2 years
168	DELIVERY RECEIPTS	2 years
169	DISPOSAL COMMITTEE RESOLUTIONS	5 years after equipment had been disposed
170	INVENTORY AND INSPECTION REPORTS OF PROPERTIES	1 year after property had been disposed
171	INVENTORY FILES Custodian Slips Equipment and Supplies Tag Cards	1 year after supply / equipment had been returned 1 year after updated 1 year after updated
172	INVOICES / RECEIPTS Accountable Forms (Accomplished) Deliveries on Supply Open - End Order Contracts Properties / Transfer of Properties	3 years after issuance of clearance had been terminated / after property had been returned 5 years 3 years after issuance of clearance had been terminated / after property had been returned
173	JOB ORDERS	1 year
174	LISTS OF SUPPLIES UNDER SUPPLY OPEN-END	5 years
175	PROCUREMENT PLANS / PROGRAMS Annual Project Procurement Management (PPMP)	3 years
176	PROPERTY, PLANT AND EQUIPMENT LEDGER CARDS	2 years after equipment had been disposed
177	PURCHASE FILES Orders Requests	4 years 1 year
178	QUERIES ON PRICES OF ARTICLES, ADDITIONAL FUNDS TO MEET QUOTATIONS	1 year

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ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
179	REPORTS Fuel Consumption Incident Inspection and Acceptance Lost, Stolen, Damaged and Destroyed Property Physical Count Inventories Property, Plant and Equipment Semi-Expandable Property Procurement Monitoring Property Transfer Supplies and Materials Issued Waste Materials	2 years 2 years after acted upon 2 years 2 years 3 years after audited 2 years 1 year after property had been disposed 1 year 2 years
180	REQUISITION AND ISSUE SLIPS / REQUISITION ISSUE VOUCHERS	1 year or file with appropriate records series
181	SHIPPING AND PACKING LISTS ON ITEMS PURCHASED	1 year
182	SUPPLIERS IDENTIFICATION CERTIFICATES WITH PROCUREMENT	2 years after renewed
183	SUPPLIES FILES Adjustment Sheets Availability Inquiries Ledger Cards Purchase Journals	1 year after post-audited 1 year 5 years 5 years
TRAINING RECORDS		
184	APPLICATIONS	1 year after obligatory requirement had been settled
185	ATTENDANCE SHEETS	6 months after scanned and stored to database
186	CALENDARS	1 year after superseded
187	COURSE DESIGNS / OUTLINES / SYLLABI	1 year after superseded
188	EVALUATIONS Pre / Post Summary Survey Questionnaires	1 year after incorporated in the summary report 2 years 1 year after data had been evaluated
189	FEEDBACK	1 year
190	HANDOUTS	1 year after superseded
191	INVITATIONS	1 year
192	LISTS OF SEMINARS CONDUCTED / COORDINATED	1 year
193	MASTERLISTS OF PARTICIPANTS	PERMANENT
194	NOMINATION	1 year
195	PRESS / PHOTO RELEASES (ABOUT OR BY THE AGENCY)	PERMANENT
196	PROGRAMS / PLANS	1 year after superseded
197	REPORTS	2 years
198	REQUESTS In-House Trainings Quotations Refunds	1 year after acted upon
199	RESOURCE SPEAKER PROFILES	1 year
200	SCHEDULES OF TRAINING / SEMINAR	1 year after superseded
201	WORKSHOP RESULTS	1 year



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

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Annex C

Office/District/Subport: _____

Records Management Action Plan
2025-2026

ACTIVITIES	TIMELINES																	
	2025						2026											
	7Jul	8Aug	9Sep	10Oct	11Nov	12Dec	1Jan	2Feb	3Mar	4Apr	5May	6Jun	7Jul	8Aug	9Sep	10Oct	11Nov	12Dec
Conduct of Inventory of Records / Segregation of records found to be valueless from the active records																		
Form to be accomplished: AP Form 1																		
Reference: AP Form 2 / Records Disposition Schedule Attached to CMO 11-2015																		
Preparation of Request for Authority to Dispose Valueless Records																		



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[illegible]

Transmittal of NAP Form or Certificate of Disposal to the Office of the DepComm-IAG c/o RMD																		
Documents: Accomplished and Signed NAP Form 6/ Certificate of Disposal																		

by –

Over Printed Name of the
 Administrative Officer

by –

Over Printed Name of the
 Collector for Administration/
 and Chief or Head of the Unit

IRM NO. 1

Part of Annex C

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>	AGENCY:	ORGANIZATIONAL UNIT:	TELEPHONE NO.
	ADDRESS:	PERSON/S IN CHARGE OF FILES:	DATE PREPARED:

RECORDS SERIES TITLE AND DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC MTR	LOCATION	FREQUENCY OF USE	DUPLICATION	TIME VALUE	RETENTION PERIOD			DISPOSITION PROVISION (BOC-ARDS NO)
							ACTIVE	STORAGE	TOTAL	
CHECK THE RECORDS DISPOSTION SCHEDULE IED TO CMO 11-2015		PER SAKO	NAME OF OFFICE OR ANY LOCATION	AS NEED ARISES	WHEREELSE LOCATED	PERM / TEMP	NO. OF YRS	NO OF YRS		

by:

Over Printed Name of the Administrative Officer

l by:

Over Printed Name of the DepColl for Administration or
ad of Unit

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Annex E

LETTER OF AVAILMENT

(Date)

National Archives of the Philippines
6th Floor PPL Building
1000 UN Ave., corner SAN Marcelino Street
Ermita, Manila

Dear _____ :

Relative to NAP Authority **No.** _____, may we inform that for economic reasons, this Bureau/Port/Subport will avail the services of your accredited buyer of valueless records.

Also, may we transmit a copy of the letter informing the COA, _____ (Region _____) of the scheduled actual conduct of disposal which is on _____.
(date)

Thank you.

Very truly yours,

(Signature Over Printed Name of
The Deputy Collector for Administration
Or Equivalent Officer)