

DEPARTMENT / DIVISION/ Office	RECORDS OFFICE						
PURPOSE							
Functional OBJECTIVE							
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Opportunities
RECORDS DISPOSITION SCHEDULE	APPROVED NAP GUIDELINES FOR PSC	INVENTORY AND FILED RECORDS/DOCUMENTS ACCORDING TO RETENTION PERIOD	R.A. 9470 NAT'L ARCHIVES ACT	UNSAFE STORAGE RMS. LACK OF STORAGE ROOMS	DAMAGE RECORDS/DOCUMENTS LOSS OF RECORDS	PROVISIONS OF ADDITIONAL SEPARATE AND SAFE STORAGE ROOM SCANNING AND BACK-UP RECORDS	EXPANSION OF RECORDS OFFICE PAPERLESS RECORDS MANAGEMENT
RECEIVING OF INCOMING AND OUTGOING RECORDS	OFFICE FLOWCHART	DELIVERIES OF DOCUMENTS	RECORDS STAFF	WRONG ADDRESS IN OUTGOING DELIVERY OF DOCUMENTS	COMPLAINTS FROM CLIENTS	LOG BOOK OF DIRECTORIES OF CLIENTS INFORMATION AND ADDRESS PERIODIC UPDATING OF DIRECTORIES	NEW CLIENTS UPGRADING OF RECORDS MANAGEMENT SYSTEM INTRODUCTION OF ELECTRONIC MAIL
RECORDS /DOCUMENTS DISPOSAL	NATIONAL ARCHIVES GUIDELINES AND APPROVED FORM OF RECORDS DISPOSAL	INVENTORY AND SORTING OF DAMAGED, INACTIVE RECORDS AND DOCUMENTS	RECORDS OFFICE OFFICE OF THE CHAIRMAN EXECUTIVE DIRECTOR	HEALTH HAZARD AMONG THE EMPLOYEES WHO WILL HANDLE THE DAMAGED RECORDS INACCURATE INVENTORY	BAD EFFECT ON HEALTH OF EMPLOYEES	PROVISIONS OF AIR CLEANERS, PAPER SHREDDER AND SANITARY MASK FOR STAFF	ATTAINMENT OF CLEAN ENVIRONMENT/FACILITES FOR RECORDS STORAGE ROOM
PREVENTIVE MAINTENANCE OF RECORDS	NAP GUIDELINES	ACCURATE INVENTORY OF RECORDS	RECORDS OFFICE	DAMAGE AND LOSS OF RECORDS	NON-COMPLIANCE WITH NAP GUIDELINES COA OBSERVATIONS	MONITORING OF TEMPERATURE, HUMIDIFIER PEST CONTROL	COMPLIANCE WITH NAP GUIDELINES