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	<b>PSC-QP-02</b>	Effectivity:	January 13, 2017

## 1.0 PURPOSE:

This documented information aims to define and provide the controls needed on the use, maintenance and disposal of retained (inactive) documented information.

## 2.0 POLICY

It is the policy of the PSC to ensure that pertinent documented information are established, organized, maintained and disposed properly in accordance with the guidelines provide on retention of documented information.

## 3.0 DEFINITION OF TERMS:


- 3.1 Retained (Inactive) Documented Information – refers to documented information in written form or any material – whether on film, negative, tape or other medium capable of being reproduced; or by means of any recording device or process, computer or other electronic device.
- 3.2 Retention Period - length of time a specific documented information must be kept within respective work areas of office before documented information are transferred to the Records Section.
- 3.3 Disposition Method – refers to the manner of disposing documented information whether by destroying or deleting.
- 3.4 Records Custodian – designated individual from each Office held responsible for the collection, maintenance, filing and safekeeping of documented information.
- 3.5 Documented Information Retention Period Matrix – is a listing of documented information with its retention period and corresponding disposition method.
- 3.6 Records Section – serves as the central repository of archival documented information.
- 3.7 Retention Period – refers to the length of time / period a specific documented information should be kept or disposed.

## 4.0 SCOPE

This procedure applies to all retained documented information needed for the implementation of PSC QMS as indicated in the Documented Information Retention Period Matrix.

## 5.0 RESPONSIBILITIES

- 5.1 Document Custodian – responsible for the proper collection, storage, protection, retrieval, retention, and disposition of relevant or active documented information.
- 5.2 Quality Committee – ensures that the Document Custodian properly adheres to the requirements on the control of documented information.
- 5.3 Documentation/Documented Information Team

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## 6.0 PROPERTIES OF DOCUMENTED INFORMATION

- 6.1 Documented information are legible, identifiable and easily retrievable.
- 6.2 Documented information can be in the form of any type of media such as hard copy or electronic files.
- 6.3 If necessary, documented information are reviewed and/or approved prior to use.
- 6.4 Documented information indicate the person/s who authorizes its use.

Key Activities	Responsibilities
General procedure	
Collection and identification	Document Custodian
Review and/or approval of records, as appropriate	Concerned designated officer
Storage and protection	Document Custodian
Retrieval and retention	Document Custodian
Disposition of current/active records	Document Custodian
Maintenance and disposition of inactive records	Central Records Section

### 6.5 Collection and Identification

6.5.1 Documented Information are identifiable through any or combination of the following information, as appropriate:

- a. Title of Record
- b. Date(s)
- c. Name of signatory (ies)
- d. Document Code
- e. Revision status
- f. Reference Document
- g. Control number


6.5.2 Documented Information are collected upon availability from their source, for appropriate filing by the Records Custodian or concerned process owner. Only marking pens are used on records. Pencil markings are avoided and may be considered unofficial.

6.5.3 In case of erasure or correction, the corrected data bears the initials of the person who corrected it.

For example: ~~6312~~ 7564 ADK

### 6.6 Review and Approval of Documented Information

6.6.1 Some Documented Information require the signature of authorized individuals. The reviewer ensures that said records are legible and contain sufficient information as basis for its endorsement or approval. Hence, some records without the signature of approving authorities may be treated "unofficial."

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## 6.7 Storage and Protection

6.7.1 Documented Information s are kept in appropriate locations to minimize physical deterioration, damage, and loss. As such, records may be protected in accordance with the following:

- a. Use of expanded folders, protective sheets, and/or ring binders;
- b. Stored in shelves or steel cabinets to prevent from deterioration;
- c. Regular back-up of e-files; and,
- d. Access restriction, through password to prevent from unauthorized use.

## 6.8 Retrieval and Retention

6.8.1 To ensure easy retrieval, filing cabinets, shelves, boxes, folders, and envelopes are labeled according to the established filing system. Likewise, a Documented Information Retention Period Matrix. is maintained indicating information, such as: Record Title, Retention Period and Record Custodian for both active and inactive records.

6.8.2 Documented Information, borrowed by other offices or workgroups, are traced using logbooks or log sheets.

## 6.9 Disposition Of Current/Active Records

6.9.1 Active documented information are disposed by destroying or deleting, if electronic files.

## 6.10 Maintenance and Disposal of Inactive Documented Information

6.10.1 Maintenance and disposal of Documented Information are done in accordance with the Documented Information Retention Period Matrix. For easier safekeeping, permanent records may be converted to e-files, except for records that require original copy bearing authentic signatures.

## 7.0 REFERENCES:

7.1 Documented Information Retention Period Matrix

7.2 RA 9470 National Archives of the Philippines Act



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### 8.0 RECORDS MATRIX

TITLE	RETENTION		CUSTODIAN	
	Active	Inactive	Active	Inactive
<b>Sample only....</b>				
TOR	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Invitation to BID	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Letter of Intent	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Letter of Inquiry from client	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Client Referral Acceptance & Monitoring Form	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Inquiry Receipt and Endorsement Form	Upon Closure (+2yrs)	Permanent	PM	Records Office/ COO
Contact Report	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Client Profile/ Background Info	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Project Proposal	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Prescribed Project Proposal from client	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Logframe	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Workplan	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO
Finplan	Upon Project Closure (+2yrs)	Permanent	Finance Center/ Accounting	Records Office/ COO
Transmittal letter	Upon Project Closure (+2yrs)	Permanent	PM	Records Office/ COO