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1.0 PURPOSE

The purpose of this manual is to define the activities of Records Office with respect to records creation, records maintenance and use, transmission, retention and records disposition in order to achieve adequate and proper documentation of policies and transactions of government records for an efficient, effective and economical operation.

2.0 SCOPE

This process is applied to all records/documents, internal and external identified by records office and in compliance to Republic Act 9470 of the National Archives of the Philippines, for quality records management of the PSC.

3.0 DEFINITION OF TERMS

- 3.1 Records – refers to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches or data compiled, recorded or stored in any form on any material; on film, tape or other medium so as to be capable of being reproduced.
- 3.2 Filing – is the placing of records into containers for easy and quick retrieval.
- 3.3 Records Retention Period – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction.
- 3.4 General Records Disposition Schedule – refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by the National Archives of the Philippines.
- 3.5 Records Management Improvement Committee (RMIC) – refers to a group of key officials and employees designated by the head of the agency responsible for the improvement of their records activities.
- 3.6 Authority to Dispose of Records – refers to written permission issued by the Executive Director of the National Archives of the Philippines (NAP) to government for the destruction of valueless records.
- 3.7 RA 9470 – Rules and regulations governing the management of public records and archives administration otherwise known as the National Archives of the Philippines Act of 2007.

4.0 REFERENCE DOCUMENTS

- 4.1 PSC Records Operation Manual
- 4.2 NAP General Circular No. 1



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5.0 PROCESS FLOW

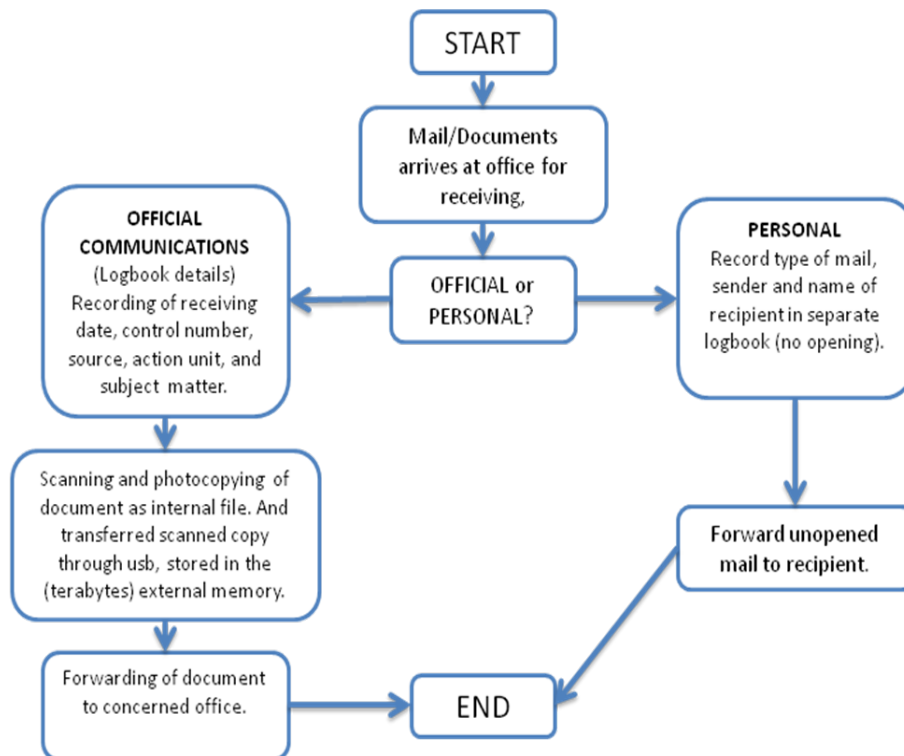
Incoming Mail/ Communication

RESPONSIBLE

Records Office

REFERENCE

Records Operation Manual





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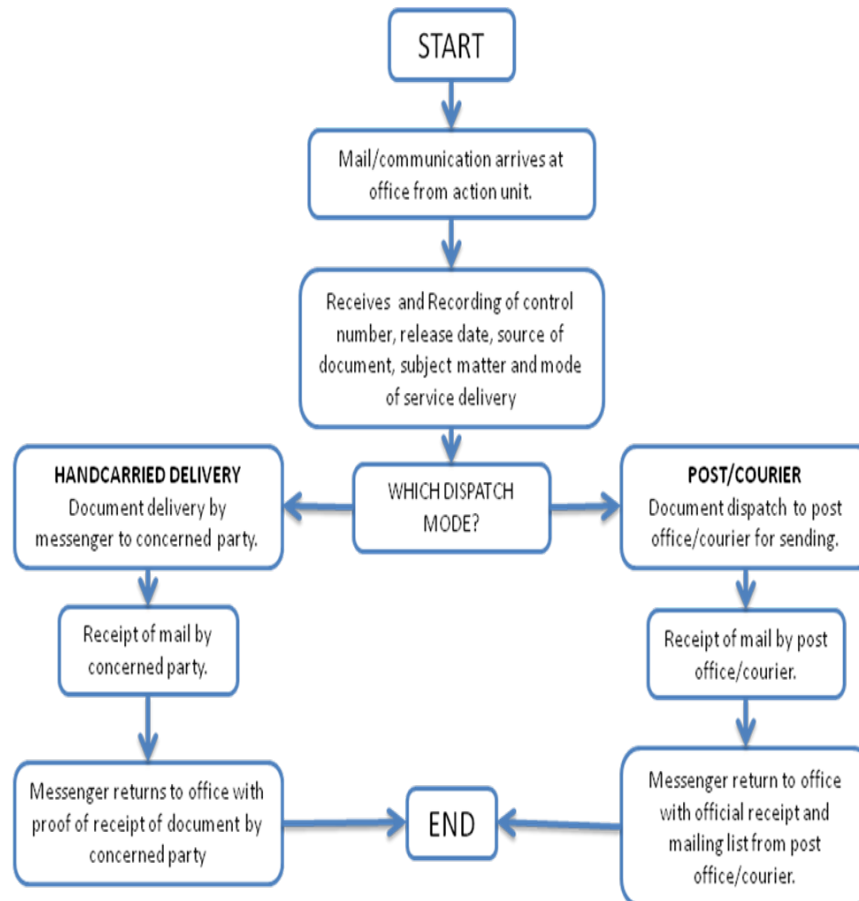
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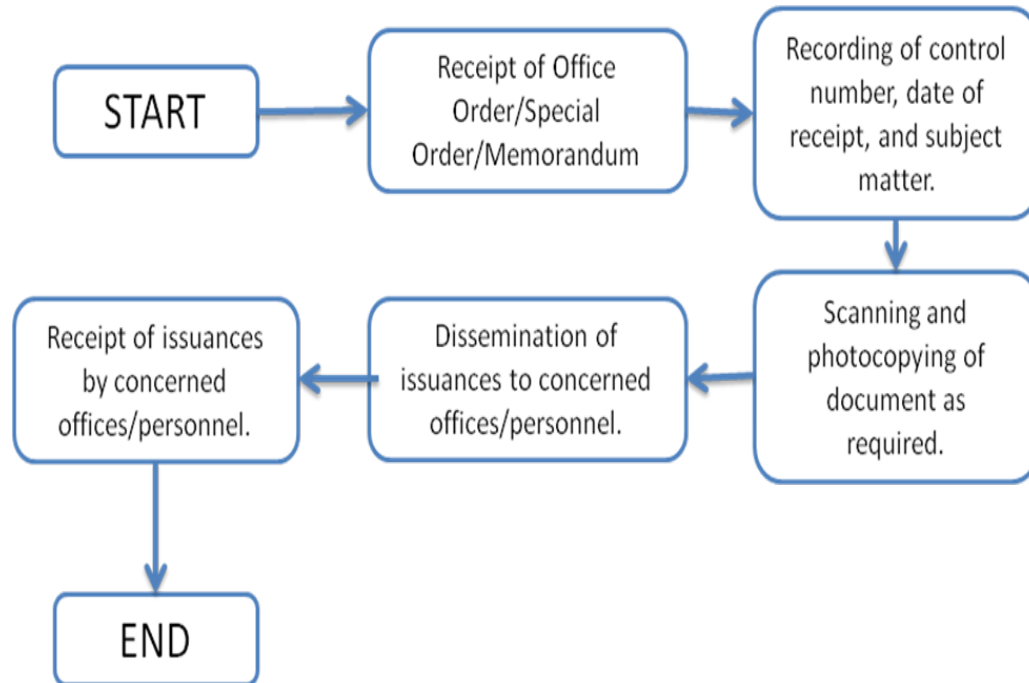
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Centralized Control and Dissemination of Administrative Issuances





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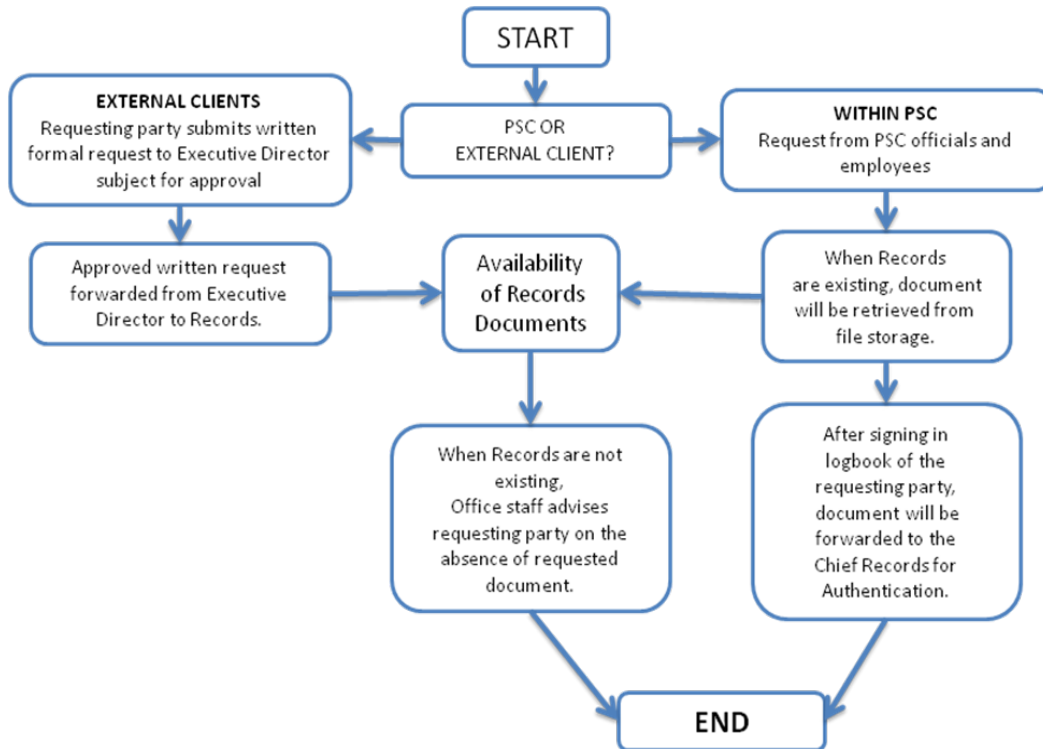
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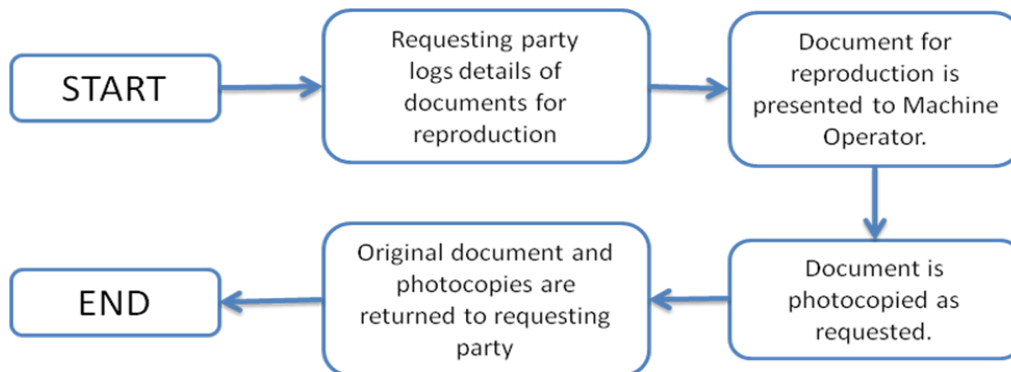
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Retrieval of Documents

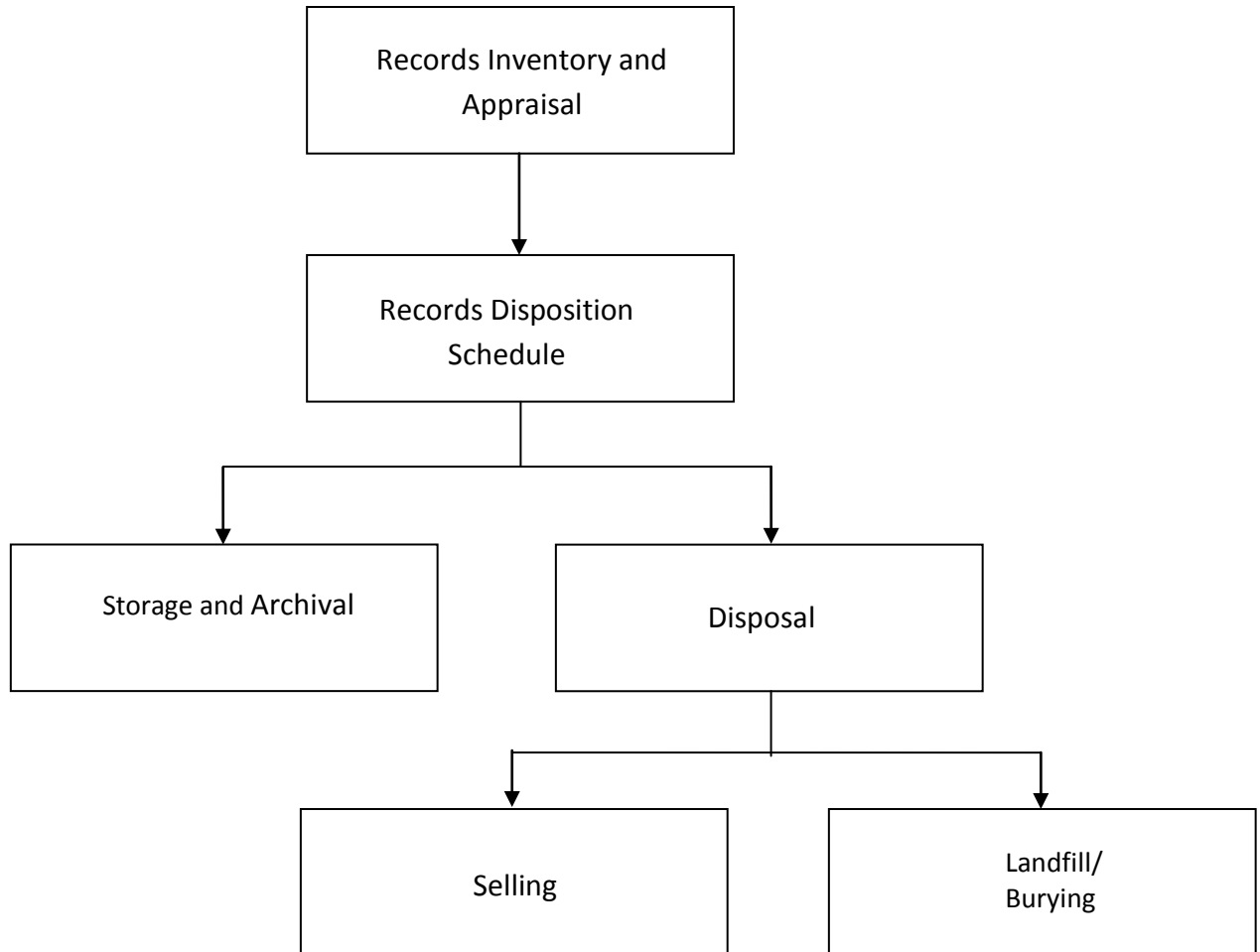


Photocopying Services



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Records Disposition



6.0 PROCEDURE

Workflow on Incoming Mails/ Communications

As soon as the mail / document arrives, the receiver logs it either on Official or Personal logbook. The *official document* undergo scanning and photocopying for internal file while the scanned copy saved in a flash drive is transferred in an external memory for digital storage, then it goes to concerned office on the same day . The *sealed personal mail* is forwarded directly to the recipient. (Records staff are not authorized to open confidential and sealed documents). Recipient receive mail through a logbook.

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Workflow on Outgoing Mails/ Communications


When an outgoing documents arrive from various PSC offices, (action units) staff received them and records the following details: *date, recipient, action unit, subject matter, date release and mode of service delivery*. There are two types of service deliveries : Hand Carry and through Post / Courier. When a document is delivered through hand carry, the messenger delivers the documents and upon his return to office, he brings the proof of receipt of document by concerned agency. When a document is dispatched through Postal service or Courier service, the messenger returns to office with the official receipt and mailing list from postal office / courier. The scanning of these documents are done monthly.

Workflow on Centralized Control and Dissemination of Administrative Issuances

These documents are Office Orders, Special Orders and Memorandum coming from Management Services Division and Personnel. Each has its own logbook where the following details are recorded: control number, date of receipt and subject matter. It undergoes scanning and photocopying before its dissemination to concerned offices / personnel. The type of delivery is internal messengerial services.

Workflow on Incoming Mails/ Communications

There are two types of requests in the Retrieval of Documents. Request from external clients and request from PSC officials and employees. The external clients are required to submit written request to the Executive Director subject for approval. Approved written request is forwarded to Records Office, staff look for availability of records/documents. If subject is not available, the records staff advises requesting party on the absence of requested records/documents. On the other hand, if subject is still existing, document will be retrieved from the file storage, provide duplicate copy and submitted to Record's Head for authentication. The requesting client signs the logbook to receive the requested record/document. The same procedure is done for PSC officials and employees but there's no need for a letter of request.

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Workflow on Photocopying Services

Photocopying service in the Records office can avail by PSC employees, officials and members of the POC, NSA, Athletes, Coaches and security staff. All copied documents are registered in a logbook

Workflow on Records Disposition Process

Records Inventory is a descriptive list of the records holdings in an agency. Before any records disposition program can be effectively installed and implemented, inventory and appraisal of records must be undertaken. Through RDS, storage and archival of records will be determined. Disposal of records through selling of valueless papers as well as burying of damaged records are the last stages in the lives of records.



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7.0 FORMS ATTACHED

NAP Form No. 3
Revised 2012

Accomplish in 3 copies

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME:	
		ADDRESS:	
DATE:		TELEPHONE NUMBER:	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
LOCATION OF RECORDS:		VOLUME IN CUBIC METER:	
PREPARED BY: (Name & Signature)		POSITION:	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases. <div style="text-align: right;"> _____ Name and Signature of Agency Head or Duty Authorized Representative </div>			



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NAP Form No. 2
2008

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME:			8. REMARKS
		2. ADDRESS:			
3. SCHEDULE NO.:		4. DATE PREPARED:			8. REMARKS
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			
		Active	Storage	Total	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."



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NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan 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	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	

LEGEND:

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

PREPARED BY:

ASSISTED BY:

APPROVED BY:

 Name and Position

 NAP Records Management Analyst

 Chief of the Division/Department