

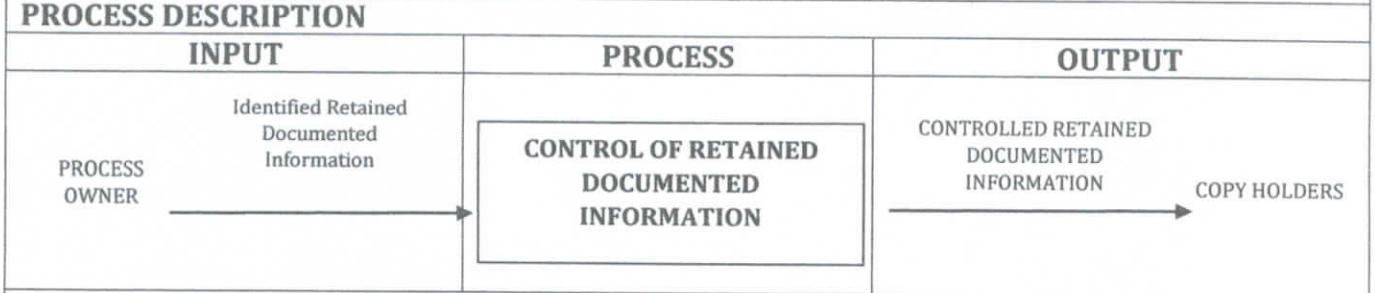


DILG-CORDILLERA ADMINISTRATIVE REGION
**SYSTEM
 PROCEDURE (SP)**

Document Code
SP-CAR-10

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PROCEDURE TITLE	CONTROL OF RETAINED DOCUMENTED INFORMATION
SCOPE	This process starts from identifying the retained documented information (records) up to disposition when retention period is reached.
PURPOSE/S	To ensure that records (retained documented information) are appropriately identified, managed, controlled and maintained.



DESCRIPTIVE STATEMENT:

The Process owner stores, archives and requests disposal of records of identified retained documented information based on defined retention period, retrieval mechanism and storage location.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	Process Owner	Identify retained documented information	<ul style="list-style-type: none"> Identify the retained documented information generated from the implementation of QMS processes and record them in the Masterlist of Retained Documented Information. 	<ul style="list-style-type: none"> Masterlist of Retained Documented Information
2	Process Owner	Define Retention Period and retrieval mechanism	<ul style="list-style-type: none"> Define the retention Period in accordance with RA 9470, the National Archive of the Philippines (NAP) Act of 2007. Coordinate with Regional Records Officer. Filing Mechanism could either be chronological, alphabetical, and 	<ul style="list-style-type: none"> Masterlist of Retained Documented Information RA 9470 – National Archiving of the Philippines Act of 2007

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			sequential.	
3	Process Owner	Define storage location	<ul style="list-style-type: none"> Define storage location in the Masterlist of Retained Documented Information. Storage location should be appropriate to prevent damage and pilferage of information from the records. 	<ul style="list-style-type: none"> Masterlist of Retained Documented Information
4	Process Owner	Store records	<ul style="list-style-type: none"> Store records according to the defined filing system and retention period. Upon reaching the retention period, turn-over all records to the Regional Records Controller (RRC). <p>Note: To ensure confidentiality of records, control access of records from other persons/ organizations on need-to-know basis through proper approvals from concerned authorities.</p>	<ul style="list-style-type: none"> Masterlist of Retained Documented Information Memo transmittal with the list of records for turn-over Confidentiality and Non-Disclosure Statement (CNS) Form
5	Regional Records Officer	Archive records	<ul style="list-style-type: none"> Archive records in accordance with the defined archiving as per National Archives of the Philippines Act of 2007 requirements. 	<ul style="list-style-type: none"> Masterlist of Retained Documented Information RA 9470 – National Archiving of the

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				Philippines Act of 2007
6	Regional Records Officer	Request for records disposal	<ul style="list-style-type: none"> • Upon reaching the defined archiving period, accomplish NAP Form No.3 and wait for NAP approval. • Upon approval, accomplish NAP Form No. 6 for the certification of record disposal 	<ul style="list-style-type: none"> • Masterlist of Retained Documented Information • Certificate of Disposal of Records (NAP Form No. 6) • Request for Authority to Dispose Records (NAP Form No. 3)
7	Regional Records Officer, COA and NAP Representatives	Dispose records	<ul style="list-style-type: none"> • Disposal of records is supervised and witnessed by NAP and COA. • NAP, COA and Regional Records Officer sign the Certificate of Disposal of Records. 	<ul style="list-style-type: none"> • Certificate of Disposal of Records (NAP Form No. 6)
8	Regional Records Officer	File records	<ul style="list-style-type: none"> • Retain records in accordance with Control of Retained Documented Information Procedure and Masterlist of Retained Documented Information. 	<ul style="list-style-type: none"> • Retained Documented Information Procedure • Masterlist of Retained Documented Information

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MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM			RETENTION PERIOD		DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	

Prepared By _____

 Process Owner

Reviewed By _____

 Deputy QMR