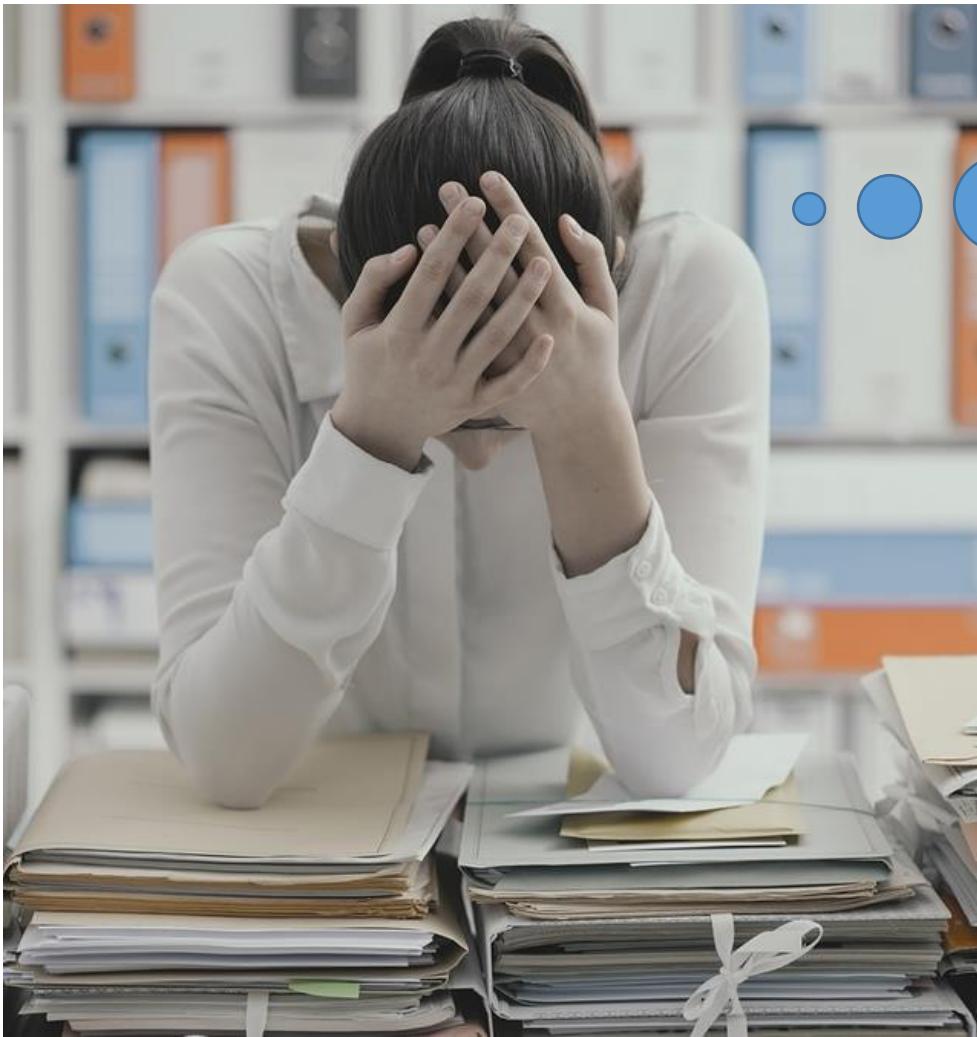




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What must
I do with all
these
records?



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Should I
pile?

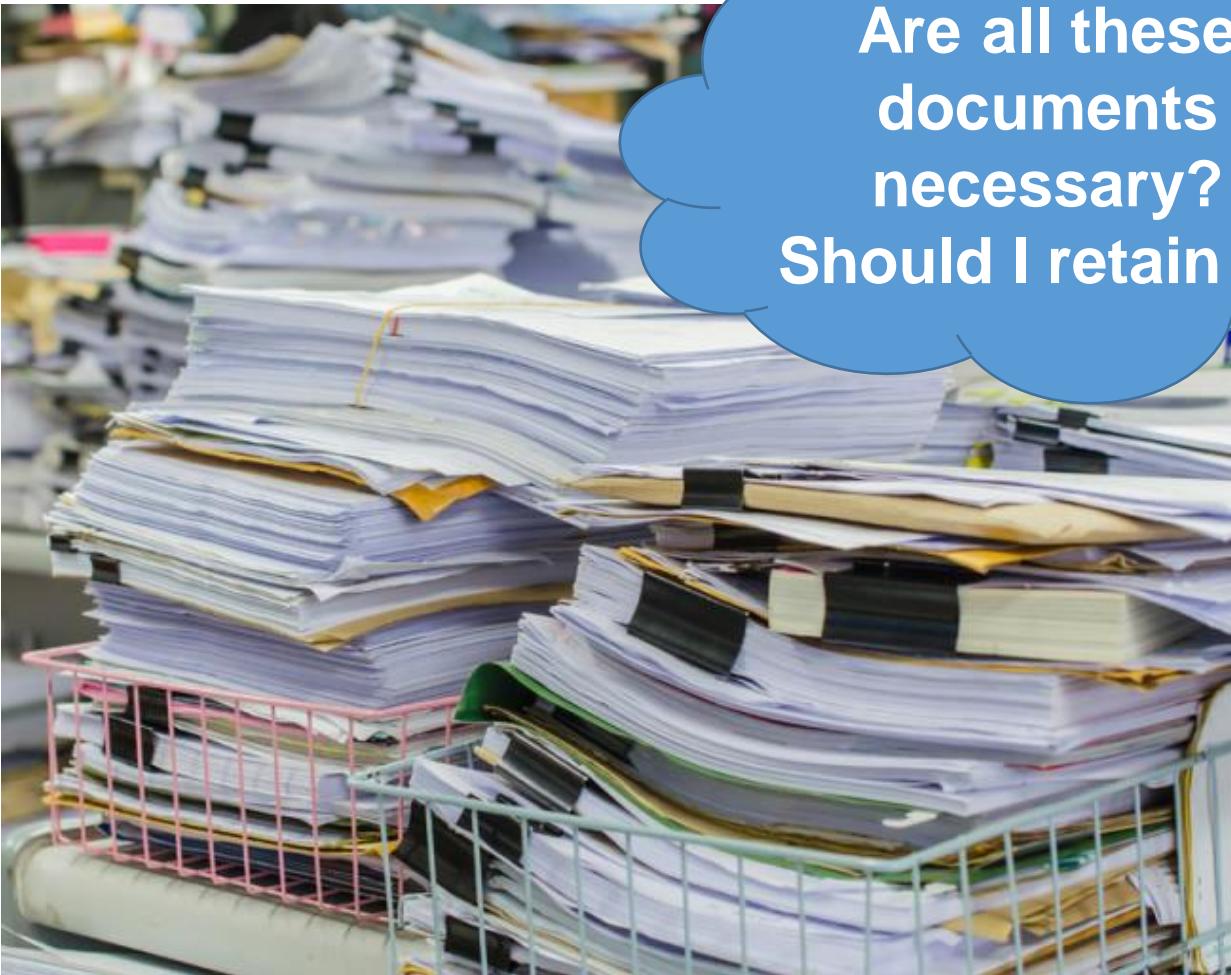


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Or file it?



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Are all these
documents
necessary?
Should I retain it?



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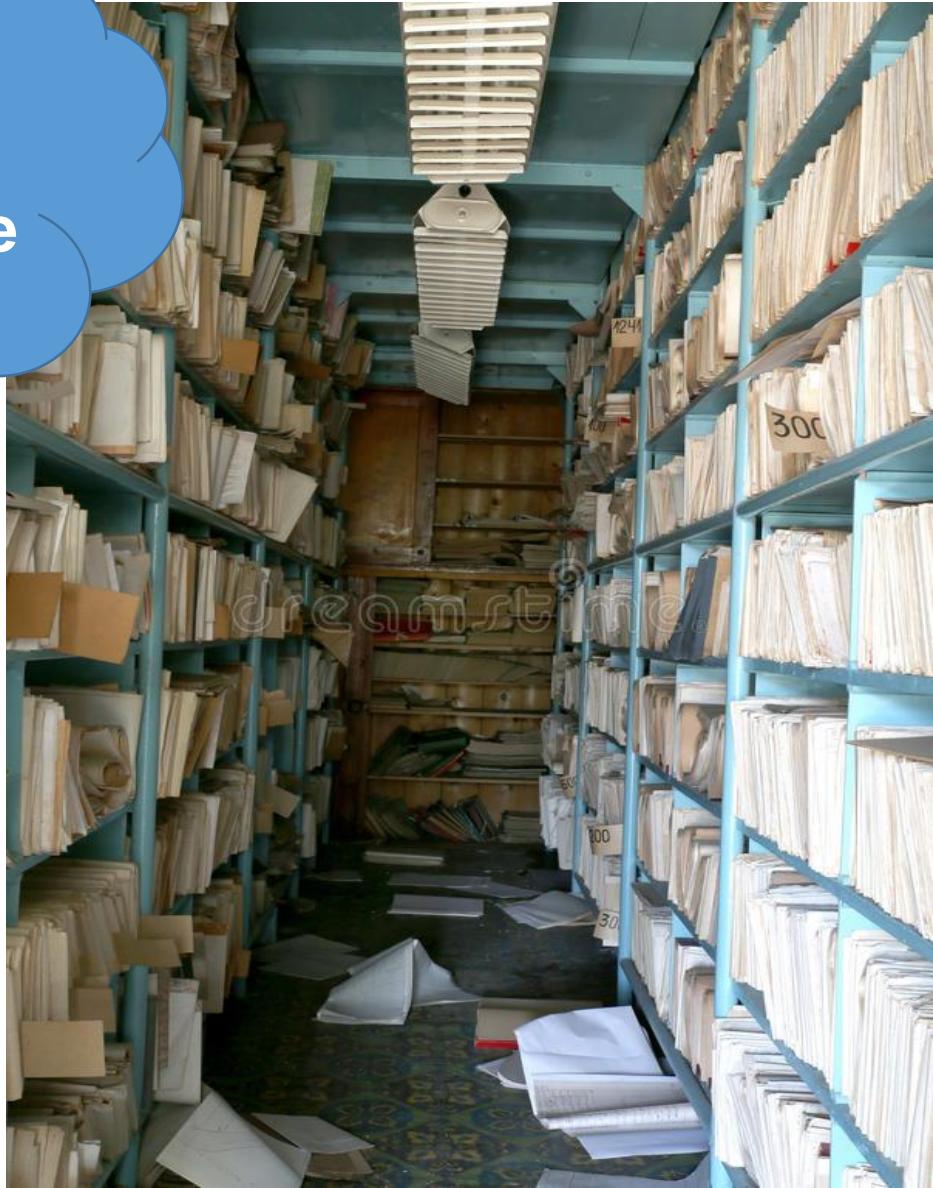
or
dispose
it?



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How will I
manage
these volume
of records?



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Records Retention and Disposition



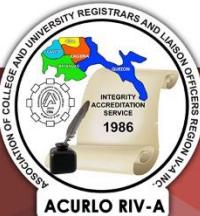
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- Records retention and disposition schedules establish guidelines regarding how long data items or documented information must remain accessible for future use or reference, as well as when and how the data can be destroyed when it is no longer needed.

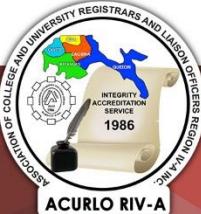


Purposes

- 1) To ensure efficient and effective operation of the business/office;
- 2) To comply with regulatory record keeping requirements;
- 3) To preserve the confidentiality of documented information;



- 4) To maintain a manageable volume of well-organized records;
- 5) To mitigate the risk of mistaken use of outdated records; and
- 6) To minimize storage & other costs associated with the retention of unnecessary documents or records



Definition of Terms



Records retention period

is the length of time for which a record must be retained. Records can be retained for as long as necessary to support business requirements or office operations and to satisfy legal or audit requirements.



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Records Retention ...

Also known as ...

**“Should it stay,
or should it go?”**



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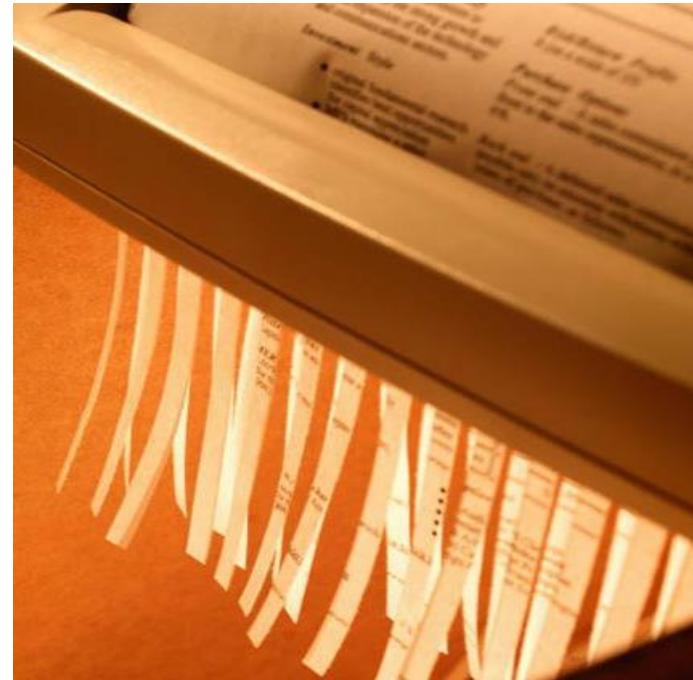


Records disposition refers to the final stage of record management in which a record is either destroyed or is permanently retained.

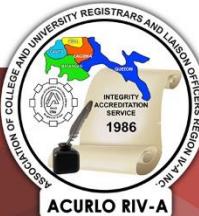
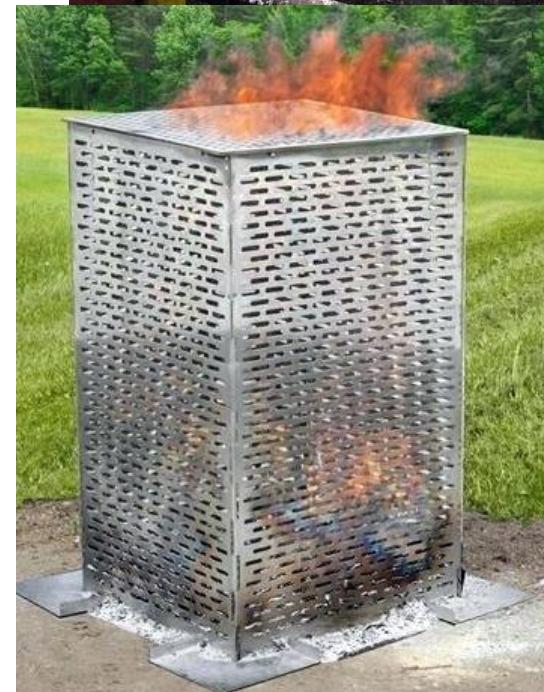


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- Where possible, records authorized for disposition may be recycled. For paper records containing information that is confidential or exempt from disclosure, appropriate destruction methods may include shredding, pulping or burning.



- Shredding, this method is extremely secure. Extremely sensitive papers may need cross-shredding.
- Pulping, also extremely secure. Environmentally friendly, as pulped paper can be recycled.
- Burning, not particularly secure. If this method is employed and contracted out, the office should seek to ensure that it is carried out in a secure location. Moreover, densely packed papers may not burn very well and this method of records destruction is not environmentally friendly



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- Disposal happens when the minimum retention period has been met.
- Can only be done according to your approved records disposition.
- Does not require pre-approval of disposition with a retention schedule



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Benefits of records disposition:

1. No backlog accumulation of unwanted records
2. The destruction of valueless records enhances the orderly storage of newer, more important records.
3. The office or records room becomes space efficient



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INFORMATION LIFE CYCLE



1

CREATE: An information life cycle begins when useful or relevant information arrives at or is created within an organization in a wide variety of formats using different equipment and technologies.

2

USE: Information is transmitted to those who need it and, upon receipt, is used in the conduct of University business.

3

STORE: Information is filed or stored according to a classification scheme to permit quick retrieval, housed in a storage device, and protected and maintained to safeguard the integrity of the information over time. During this stage, information is viewed as either active or inactive.

4

DESTROY OR PRESERVE: When information reaches the end of its retention period and has no legal, fiscal, or administrative value, it is securely destroyed or preserved permanently in an archive for historical reference or research purposes.



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Crafting a Records Retention and Disposition Schedule

1. Conduct a records inventory. List down all the records or documented information that you have in your office, where the records are kept, the volume, and how the records are used.
2. Based on legal or statutory requirements and office operations, determine the length of time the document will be retained.
3. Based on the nature of documents (confidential or for disclosure) determine how it will be disposed.



4. Identify your Records Custodian who will be responsible in ensuring that the records retention and disposition schedule is observed.
5. Document your records disposal. Maintain a logbook that will be used by the Records Custodian to keep track of what, when, and how the records were disposed.



Sample of Records Retention and Disposition Schedules

Type of Document/ Record	Retention Period	Disposition
APPLICATIONS AND REQUESTS		
Request for Student Load Adjustment	1 year	Recycling
Request for Student Grade Adjustment	1 year	Shredding
Application for Graduation	1 year	Recycling
Application/Cancellation for SO Number	Permanent	Compactor
Request for Correction of Student's Personal Data	1 year	Shredding



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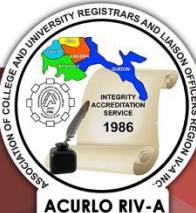
Type of Document/Record	Retention Period	Disposition
REPORTS		
Roster of Graduates	Permanent	Filing Cabinet
Result of Deliberation of Candidates for Honors	5 years	Turnover to PMGSD
Retention and Migration of College Students	Permanent	Filing Cabinet
Semestral/Inter-Sem Ratings (GS)	Permanent	Compactor
Passing & Failure Rate Report (by course/faculty)	5 years	Recycling
Computerized Grade Card (unclaimed)	90 days upon printing	Shredding
Dismissed Students	Permanent	Filing Cabinet
Faculty Members who did not encode students' grades on time	5 years	Turnover to PMGSD



Type of Document/Record	Retention Period	Disposition
INSTITUTIONAL/DEPARTMENTAL DOCUMENTED INFORMATION		
Accomplishment Report	Permanent	Filing Cabinet
Corrective Action Notification (CAN)	5 years	Shredding
Corrective Action Response (CAR)	5 years	Shredding
Department's Annual Budget	5 years	Turnover to PMGSD
Graduation Committee Minutes of the Meeting	5 years	Recycling
Inter Office Correspondence/Communications	5 years	Turnover to PMGSD
Internal Audit Report	5 years	Shredding
Matrix of Quality Standards	Permanent	Filing Cabinet
School Calendar	Permanent	Filing Cabinet
Strategic Plan	Permanent	Filing Cabinet

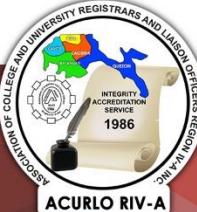


Type of Document/Record	Retention Period	Disposition
EXTERNAL DOCUMENT		
CCHED/DEPED Memorandum Order and Issuances	Permanent	Filing Cabinet
Government Permits and Recognitions (w/ application)	Permanent	Filing Cabinet
Students' Admission Credentials (ADCR)	Permanent	Compactor
HS Report Card and NSO/PSA Birth Certificate	upon graduation/dismissal of the student	Returned to the student
UNCLAIMED DOCUMENTS		
Enrollment Certifications	90 days upon request	Recycling
Graduation Certifications	90 days upon request	Recycling
Diploma	Permanent	Compactor



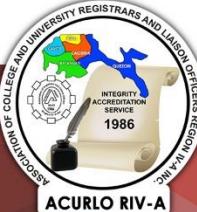
Sample of Disposition Log

Date of Disposal/Destruction	Type of Document/Record	Disposition
January 28, 2019	Request for Student Grade Adjustment 1 st Semester, AY 2017-2018	Shredding
February 4, 2019	Unclaimed Enrolment Certifications November, 2018-January, 2019	Recycling



Records Retention and Disposition Policy

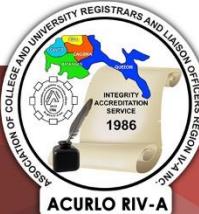
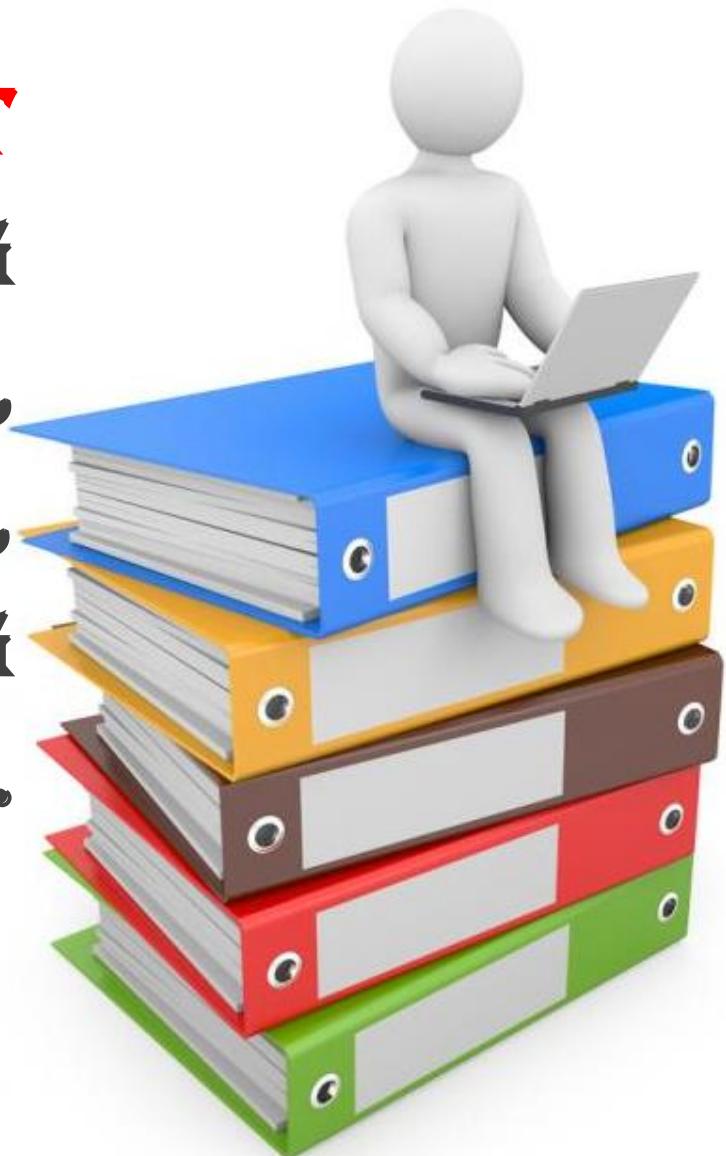
- I. Policy Framework
- II. Application and Scope
- III. Definition of Terms
- IV. General Policies
- V. Specific Policies
- VI. Monitoring and Evaluation
- VII. Dissemination
- VIII. Related Documents
- IX. Revision History



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RECORDS MANAGEMENT
IS KNOWING
WHAT YOU HAVE,
WHERE YOU HAVE IT,
AND HOW LONG
YOU HAVE TO KEEP IT.



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**KEEP
CALM
AND FIND YOUR
RECORDS
MANAGER**



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Workshop

Type of Document/Record	Retention Period	Disposition
1		
2		
3		
4		
5		
6		
7		
8		

Prepared by: (Name and School)

- 1.
- 2.

