BILIRAN PROVINCE STATE UNIVERSITY NAVAL, BILIRAN							DEPARTMENT/DIVISION: SECTION/UNIT:				4. TELEPHONE NO.: 5. EMAIL ADDRESS.:		
			9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTION/S	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	VALUE	18. UTILITY VALUE Adm/F/L/Arc	19. RETENTION PERIOD
	Active	Storage	Total										

LEGEND:

TIME VALUE:

UE: T - Temporary

P - Permanent

UTILITY VALUE: Adm - Administrative

F - Fiscal L - Legal

Arc - Archival