**FLOWCHART: RECORDS AND TRACKING MANAGEMENT SYSTEM**

**1. Start**  
⬇️  
**2. Document/Record Creation or Receipt**

(Incoming from external source OR internal department)  
⬇️  
**3. Initial Logging at Records Office**

Assign control/reference number

Encode in records tracking system  
⬇️  
**4. Classification of Record**

Academic / Administrative / Financial / HR / Others  
⬇️  
**5. Routing / Forwarding to Concerned Office (PRESIDENT’S OFFICE)**

Track movement in system

Acknowledgment of receipt by office/individual  
⬇️  
**6. Action/Processing by Concerned Office**

Review / Approval / Notation / Filing  
⬇️  
**7. Status Update in Tracking System**

Pending / Approved / Completed / Archived (INSERT QR CODE) AUTHORIZATION TO ACCESS DOCUMENT-REQUESTOR ONLY  
⬇️  
**8. Storage and Archiving – RETENTION PERIOD OF THE DOCUMENT (DISPOSAL)**

Digital (Database/Cloud)

Physical (File Cabinets/Archives)  
⬇️  
**9. Retrieval Request**

User/Office requests record

System searches by reference number, keyword, or classification  
⬇️  
**10. Record Release / Access**

Authorized retrieval only

Usage logged in tracking system  
⬇️  
**11. End**

**Optional Features to Add in the Flowchart:**

* Security & Authorization Check before access
* Audit Trail (who accessed/modified records)
* Retention & Disposal Schedule for old records

