

BUREAU OF LOCAL GOVERNMENT FINANCE

BLGF-PM-04-12

Revision Code: 00

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Section: SUPPORT

Effectivity Date: 01-19-2018

Subject: RECORDS - DISPOSAL OF RECORDS

1. PURPOSE:

To ensure proper disposal of obsolete records in accordance with National Archives of the Philippines, R.A. 9470.

2. SCOPE:

This procedure covers activities from the preparation of inventory of records, identification of obsolete records, secure official documentation to dispose records from NAP, and actual disposal of records.

3. DEFINITION OF TERMS:

a. NAP - National Archives of the Philippines

4. RECORDS:

	TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1.	N.A.P. Form 1 (Request for Disposal of Records)	Central Records File	NAP R.A. 9470	Archived	N/A
2.	Certification of Disposed Records from NAP	Central Records File	NAP R.A. 9470	Archived	NA

5. REFERENCES:

- 5.1 ISO Clause Reference
 Clause 7.5 Documented Information
- 5.2 A document which supports the implementation of the procedure: National Archives of the Philippines, Act of 2007 (R.A. 9470) and IRR
- **5.3** Related documents linked to the procedure: Corrective Action Procedure

PREPARED BY: DIVISION CHIEF REVIEWED BY: FMS DIRECTOR APPROVED BY: EXECUTIVE DIRECTOR



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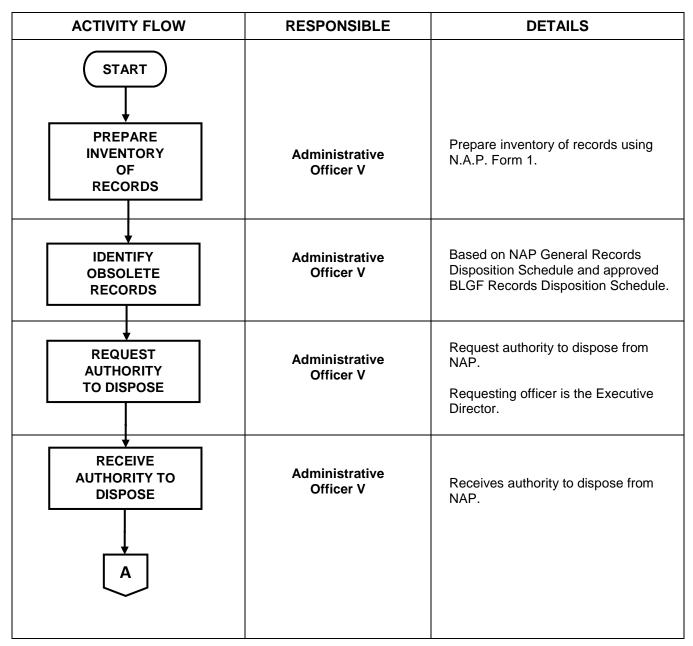
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6. PROCEDURE:



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ACTIVITY FLOW	RESPONSIBLE	DETAILS
DISPOSE THE RECORDS	Administrative Officer V	Upon approval, dispose records according to mode of destruction indicated in the approved BLGF Records Disposition Schedule.
RECEIVE AND FILE CERTIFICATION OF DISPOSED RECORDS	Administrative Officer V	A certification of disposed records is issued from PH National Archives, documenting the disposal. The NAP certification is filed in the archives for reference.
REVIEW AND IMPROVE ACTIVITIES	Division Chief	Reviews activities of the process to see where quality improvements can be done in the process.

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
CORRECTIVE ACTION PROCEDURE NO TARGETS ACHIEVED? YES PREPARE MONTHLY REPORT END	Division Chief	Determine if performance targets were achieved. For unmet targets: Refer to Corrective Action Procedure. Submit complete monthly accomplishment and performance report to immediate superior every first week of the month.

PREPARED BY: DIVISION OHIEF REVIEWED BY: JFMS DIRECTOR APPROVED BY: EXECUTIVE DIRECTOR