



DILG REGIONAL OFFICE 02
**SYSTEM
 PROCEDURE (SP)**

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PROCEDURE TITLE	CONTROL OF RETAINED DOCUMENTED INFORMATION		
SCOPE	This process starts from the identifying 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.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
Identified Retained Documented Information PROCESS OWNER		CONTROL OF RETAINED DOCUMENTED INFORMATION	CONTROLLED RETAINED DOCUMENTED INFORMATION COPY HOLDERS

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 Records. 	<ul style="list-style-type: none"> Masterlist of Records
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 sequential. 	<ul style="list-style-type: none"> Masterlist of Records RA 9470 – National Archiving of the Philippines Act of 2007
3	Process Owner	Define storage location	<ul style="list-style-type: none"> Define storage location in the Masterlist of Records. Storage location should be appropriate to prevent damage and pilferage of information from the records. 	<ul style="list-style-type: none"> Masterlist of Records

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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 Records Memo transmittal with the list of records for turn-over Confidentiality and Non-Disclosure Statement (CNS) Form
5	Regional Records Controller	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 Records RA 9470 - National Archiving of the Philippines Act of 2007
6	Regional Records Controller	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 Records Certificate of Disposal of Records (NAP Form No. 6) Request for Authority to Dispose Records (NAP Form No. 3)
7	Regional Records Controller, COA and NAP Representatives	Dispose records	<ul style="list-style-type: none"> Disposal of records is supervised and witnessed by NAP, COA and Regional Records Officer. 	<ul style="list-style-type: none"> Certificate of Disposal of Records (NAP Form No. 6)

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			<ul style="list-style-type: none"> NAP, COA and DILG-CO Regional Records Officer sign the Certificate of Disposal of Records. 	
8	Regional records controller	File records	<ul style="list-style-type: none"> Retain records in accordance with Control of Retained Documented Information Procedure and Master List of Records. 	<ul style="list-style-type: none"> Retained Documented Information Procedure Master List of Records

Prepared By	Reviewed By	Approved By
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Document Code		
FM-SP-R02-04-01		
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MASTERLIST OF RECORDS

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

Prepared By
Process Owner

Reviewed By
Deputy QMR/Division Chief

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