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1.0 PURPOSE :

The purpose of this procedure is to provide guidelines on the effective implementation of the activities of Records Office in compliance to Republic Act 9470 of the National Archives of the Philippines.

2.0 SCOPE :

The scope of this procedure covers the process in incoming and outgoing of documents, centralized control and dissemination of administrative issuances, retrieval of documents, document reproduction and record disposition.

3.0 DEFINITION OF TERMS :

3.1. *Records* – refers to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches or data compiled, recorded or stored in any form on any material; on film, tape or other medium so as to be capable of being reproduced.

3.2. *Filing* – is the placing of records into containers for easy and quick retrieval.

3.3. *Records Retention Period* – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction.


3.4. *General Records Disposition Schedule* – refers to a records control schedule governing the disposition of specified recurring records series common to all government agencies issued by the National Archives of the Philippines.

3.5. *Records Management Improvement Committee (RMIC)* – refers to a group of key officials and employees designated by the head of the agency responsible for the improvement of their records activities.

3.6. *Authority to Dispose of Records* – refers to written permission issued by the Executive Director of the National Archives of the Philippines (NAP) to government for the destruction of valueless records.

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3.7. RA 9470 – Rules and regulations governing the management of public records and archives administration otherwise known as the National Archives of the Philippines Act of 2007.

4.0 REFERENCE DOCUMENTS :

4.1. PSC Records Operation Manual

4.2. RA 9470 National Archives of the Philippines Act of 2007



5.0 PROCESS FLOW

5.1 INCOMING MAILS/ COMMUNICATIONS

RESPONSIBLE	FLOW CHART	REFERENCE
Records Office Staff	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Mail / Documents arrives At Office For Receiving.</p>	Incoming Mails and Documents
Records Office Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Official Personal Communication.</p>	Incoming Mails and Documents
Records Office Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Personal Mail pass through recording in a separate Logbook, Without opening Sealed Envelope/ Package is forwarded To the Recipient.</p> <p style="text-align: center;">Official Documents Undergo Scanning & Photocopying for Internal File and Stored in the (Terabytes) External Memory.</p>	<p>Records Office Logbook</p> <p>RA 10173 (Data Privacy Act)</p>
Records Office Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Issue Acknowledgement Receipt to Letter sender.</p>	Acknowledgement Receipt Form
Records Office Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Forwarding of Documents to concerned Office.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	Records Office Logbook



5.2 OUTGOING MAILS/ COMMUNICATIONS

RESPONSIBLE	FLOW CHART	REFERENCE
Records Office Staff	<p style="text-align: center;">START</p> <p style="text-align: center;">Mail/Communication arrives at Office From Action Unit.</p>	Records Operation Manual
Records Office Staff	<p>Received Documents, Undergo recording of Bar Code, Date, Source of Document, Subject Matter and proceed to Dispatch Mode.</p>	Records Operation Manual
Records Office Messenger	<p style="text-align: center;"><u>Hand Carried Dispatch:</u> Messenger Delivers Document to concerned Party.</p> <p style="text-align: center;"><u>Post Courier Dispatch:</u> Messenger Delivers Mails/Letters to the Post Office for Mailing To respective Client concerned.</p>	Records Operation Manual
Records Office Messenger	<p>Messenger returns with Proof of received Documents and Official Receipt from Post Office.</p> <p style="text-align: center;">END</p>	Records Operation Manual



5.3 CENTRALIZED CONTROL AND DISSEMINATION OF ADMINISTRATIVE ISSUANCES

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Records Office Staff</p> <p>Records Office Staff</p> <p>Records Office Staff</p> <p>Records Office Messenger</p> <p>Records Office Messenger</p>	<pre> graph TD START([START]) --> Step1[Receipt of Office Order/Special Order/Memorandum.] Step1 --> Step2[Recording of Control Number, Date of Receipt and Subject Matter.] Step2 --> Step3[Scanning & Photocopying of Document as Required.] Step3 --> Step4[Dissemination Issuances to concerned Offices/Personnel.] Step4 --> Step5[Receipt of Issuances by concerned Office/ Personnel.] Step5 --> END([END]) </pre>	<p>Records Operation Manual</p> <p>Records Operation Manual</p> <p>Records Operation Manual</p> <p>Records Operation Manual</p> <p>Records Operation Manual</p>



5.4 RETRIEVAL OF DOCUMENTS (EXTERNAL & INTERNAL CLIENTS)

RESPONSIBLE	FLOW CHART	REFERENCE
Records Offices Staff	<p style="text-align: center;">START</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">External & Internal Clients. External</p> <p style="text-align: center;">↓</p>	Records Operation Manual
Records Offices Staff	<p style="text-align: center;">Clients submit written formal Request to the Executive Director, subject For Approval.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Internal Client, PSC Officials and Employees Submits letter of request to Records Office.</p> <p style="text-align: center;">↓</p>	Records Operation Manual Action Slip
Records Offices Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">Approved written request is forwarded to Records Office for retrieval of Records/Documents.</p> <p style="text-align: center;">↓</p>	Action Slip
Records Offices Staff	<p style="text-align: center;">↓</p> <p style="text-align: center;">When Records are not existing Record's Office Staff advises requesting party On the absence of requested Document.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Records on file is retrieve and provide duplicate copy for Authentication of the Head of Records.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">END</p>	Action Slip / Records Requested



5.5 DOCUMENT'S REPRODUCTION

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Records Offices Staff</p> <p>Records Offices Staff/Machine Operator</p> <p>Records Offices Staff/Machine Operator</p>	<pre> graph TD Start([START]) --> Step1[Requesting Official/Employee submit filled Up form for Document's Reproduction.] Step1 --> Step2[Form is forwarded to Machine Operator And Document is Reproduced/ Photocopied.] Step2 --> Step3[Original copies and Reproduced Documents Are returned to Requesting party.] Step3 --> End([END]) </pre>	<p>Request Form</p> <p>Records Operation Manual</p> <p>Records Operation Manual</p>



5.6 FOI REQUEST

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Records Office Head / FOI Receiving Officer</p> <p>FOI Decision Maker</p> <p>Records Office Head / FOI Receiving Officer</p> <p>FOI Decision Maker</p>	<pre> graph TD Start([START]) --> Step1[Request through FOI portal is received by the Receiving Officer and Forwarded to decision maker and decide to accept or deny] Step1 --> Step2[Denied or accepted will be informed through FOI portal] Step2 --> Step3[For accepted request, the request will be Printed and forwarded to concern office] Step3 --> Step4[Response to request will be forwarded to Requestor through FOI portal] Step4 --> End([END]) </pre>	<p>FOI Portal</p> <p>FOI Portal</p> <p>FOI Portal</p> <p>FOI Portal</p>



5.7 RECORDS DISPOSAL

RESPONSIBLE	FLOW CHART	REFERENCE
<p>Records Office Head</p> <p>Records Office Head</p> <p>National Archives of the Philippines</p> <p>Records Office Head</p> <p>Records Office Head, Staff, NAP Authorized representative, COA representative</p> <p>National Archives of the Philippines</p>	<pre> graph TD Start([START]) --> Step1[Records Inventory and Appraisal for preparation of Request for Authority to Dispose of Records] Step1 --> Step2[Submission of request for Authority to Dispose of Records to NAP for approval] Step2 --> Step3[NAP Approved the Disposal, NAP will provide Authority to Dispose of Records] Step3 --> Step4[Identify Disposal Method (Selling/Landfill)] Step4 --> Step5[Conduct of Disposal Process] Step5 --> Step6[NAP Provide Certificate of Disposal of Records] Step6 --> End([END]) </pre>	<p>RA 9470- National Archives of the Philippines Act of 2007</p> <p>RA 9470</p> <p>RA 9470</p> <p>RA 9470</p> <p>RA 9470</p> <p>RA 9470</p>

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6.0. PROCEDURE

6.1. Workflow on Incoming Mails/ Communications


- 6.1.1. As soon as the mail / document arrives, the receiver logs it either on Official or Personal logbook.
- 6.1.2. The *official document* undergo scanning and photocopying for internal file while the scanned copy saved in a flash drive is transferred in an external memory for digital storage, then it goes to concerned office on the same day.
- 6.1.3. Records Office staff issue Acknowledgement receipt to the letter sender. The *sealed personal mail* is forwarded directly to the recipient. (Records staff is not authorized to open confidential and sealed documents).
- 6.1.4. Recipient receive mail through a logbook.

6.2. Workflow of Outgoing Mails/ Communications

- 6.2.1. When an outgoing document arrives from various PSC offices, (action units) staff received them and records the following details: *date, recipient, action unit, subject matter, date release and mode of service delivery.*
- 6.2.2 There are two types of service deliveries: Hand Carry and through Post / Courier.
- 6.2.3. When a document is delivered through hand carry, the messenger delivers the documents and upon his return to office, he brings the proof of receipt of document by concerned agency.
- 6.2.4 When a document is dispatched through Postal service or Courier service, the messenger returns to office with the official receipt and mailing list from postal office / courier. The scanning of these documents are done monthly.

6.3 Centralized Control and Dissemination of Administrative Issuances

- 6.3.1. These documents are Office Orders, Special Orders and Memorandum coming from Management Services Division and Personnel.

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6.3.2. Each has its own logbook where the following details are recorded: control number, date of receipt and subject matter.

6.3.3. It undergoes scanning and photocopying before its dissemination to concerned offices / personnel. The type of delivery is internal messengerial services.

6.4 Retrieval of Documents

6.4.1. There are two types of requests in the Retrieval of Documents. Request from external clients and request from PSC officials and employees.

6.4.2 The external clients are required to submit written request to the Executive Director subject for approval.

6.4.3. Approved written request is forwarded to Records Office, staff look for availability of records/documents. If subject is not available, the records staff advises requesting party on the absence of requested records/documents.

6.4.4. On the other hand, if subject is still existing, document will be retrieved from the file storage, provide duplicate copy and submitted to Record's Head for authentication.


6.4.5 The requesting client signs the logbook to receive the requested record/document. The same procedure is done for PSC officials and employees but there's no need for a letter of request.

6.5. FOI Request

6.5.1. The FOI request are made through FOI portal.

6.5.2. All request are monitored and accepted if the records are available or denied if the records information requested is not being handled, maintained, or stored by the agency.

6.5.3. If the request is accepted, the request information will be printed and forwarded to concern office.

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6.5.4 Upon receiving the information needed, the Decision Maker will reply to the requesting party attaching the information received through eFOI.

6.6 Documents Reproduction

6.5.1 Photocopying service in the Records office can avail by PSC employees, officials and members of the POC, NSA, Athletes, Coaches and security staff.

6.5.2. A Request Form for Documents Reproduction is filled up and signed by concerned official /employees recommending approval of Records Office Head. All copied documents are registered in a logbook.

6.6 Records Disposal

6.6.1 Records/documents Disposal starts in the Records Inventory and Appraisal for preparation of Request for Authority to Dispose of Records. The Inventory determines the earliest and latest period covered by the records series while Appraisal is the process by which records/document are carefully and systematically analyzed to establish their respective values.

6.6.2 The Request for Authority to Dispose of Records is submitted to National Archives of the Philippines (NAP) for approval.

6.6.3. Upon approval, NAP will provide Authority to Dispose of Records.

6.6.4 Upon receiving the authority, We need to identify the method of disposal to be used



6.6.5 Conduct of disposal process with the presence of representative from NAP, representative from COA, Head of Records Office and staff

6.6.6 NAP will provide Certificate of Disposal of Records

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7.0 FORMS ATTACHED:

- 7.1. NAP Form No. 3
- 7.2. NAP Form No. 2
- 7.3. NAP Inventory & Appraisal
- 7.4. PSC Records Form: Request for Document's Reproduction
- 7.5. PSC Records Form: Acknowledgement Receipt
- 7.6 PSC Records Form : Request for Retrieval of Documents

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
 CAROLINE S. TOBIAS HEAD, RECORDS OFFICE	 MS. MA. ELENA LEYBA QMR	 ATTY. GUILLERMO B. IROY, JR. Acting Executive Director