




Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION XIII (CARAGA)
 1559 Matimco Bldg, Km 4., Libertad, Butuan City
 caraga.dilg.gov.ph

Document Code		
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Name of Division/FOU:

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
CONTROL OF RECORDS							
R13-SP-02	System Procedure	10.16.17					
FM-R13-SP-02-01	Master List of Records	10.16.17					

Prepared By

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 LGOO III
 Regional Document Controller

Noted By

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 CAO / OIC-Asst. Regional Director
 Regional QMR

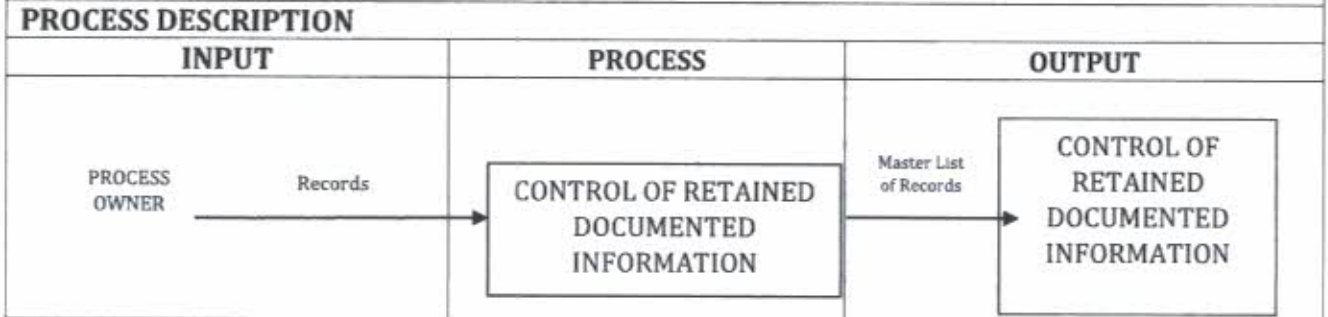




DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

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PROCEDURE TITLE	CONTROL OF RECORDS
SCOPE	This process starts from the identifying records up to disposition when retention period is reached.
PURPOSE/S	To ensure that quality records are appropriately identified, managed, controlled and maintained.



DESCRIPTIVE STATEMENT:

The process owner identifies and acquires the relevant records and registers in the QMS through the Master List of Records. The Regional Document Controller who plays a lead role in the management, generation, collection, filing/storage, protection, retrieval, retention, and disposition of QMS records, ensures the DILG-Region XIII compliance with the National Archives of the Philippines Act of 2007.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
1	PROCESS OWNER	Identify records	<ul style="list-style-type: none"> Identify the records generated from the implementation of QMS processes and record them in the Masterlist of Records 	<ul style="list-style-type: none"> Masterlist of Records(FM-R13-SP-02-01)
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 (FM-R13-SP-02-01) 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(FM-R13-SP-02-01)





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**SYSTEM
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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
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 Documents Controller (RDC). 	<ul style="list-style-type: none"> ● Masterlist of Records (FM-R13-SP-02-01) ● Memo transmittal with the list of records for turn-over
5	REGIONAL DOCUMENT CONTROLLER(RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	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 (FM-R13-SP-02-01) ● RA 9470 - National Archiving of the Philippines Act of 2007
6	REGIONAL DOCUMENT CONTROLLER(RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	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 (FM-R13-SP-02-01) ● Certificate of Disposal of Records (NAP Form No. 6) ● Request for Authority to Dispose Records (NAP Form No. 3)
7	REGIONAL DOCUMENT CONTROLLER(RDC); DEPUTY DOCUMENT CONTROLLER (DDC), COA AND NAP REPRESENTATIVE S	Dispose records	<ul style="list-style-type: none"> ● Disposal of records is supervised and witnessed by NAP, COA and DILG-Region XIII Records Officer. ● NAP, COA and DILG-Region XIII Records Officer sign the Certificate of Disposal of Records. 	<ul style="list-style-type: none"> ● Certificate of Disposal of Records (NAP Form No. 6)
8	REGIONAL DOCUMENT CONTROLLER(RDC); DEPUTY DOCUMENT CONTROLLER (DDC)	File records	<ul style="list-style-type: none"> ● Maintain all records in accordance with R13-SP-02 Control of Records Procedure. 	<ul style="list-style-type: none"> ● Control of Records Procedure (R13-SP-02)





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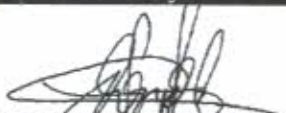

NOTES:

The following records will be treated to special handling prior to filing:

- Records in thermal paper such as fax papers – File the photocopy.
- Records with pencil entries – Provide equivalent record in Ink.
- Rectification of records with erroneous entry – Provide horizontal line across the wrong entry and indicate the correct entry/data; Affix initial.

DEFINITION OF TERMS:

- Process Owner – The personnel who has the highest number of and/or immense activities/steps in the process, thereby having the ultimate responsibility for the process performance and has the authority and ability to initiate necessary changes in the process.
- Central Records Controller – The Chief of the Records Section, General Services Division who is responsible for ensuring the DILG-CO compliance with the National Archives of the Philippines Act of 2007 and who plays a lead role in the management, generation, collection, filing/storage, protection, retrieval, retention, and disposition of QMS records.

Prepared By	Reviewed By	Approved By
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QMS Secretariat Head	Regional QMR	Top Management





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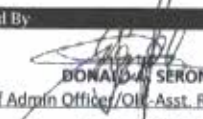
MASTERLIST OF RETAINED DOCUMENTED INFORMATION

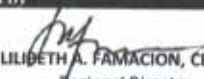
DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
(Procedure)									

Prepared By
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Deputy QMR

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