

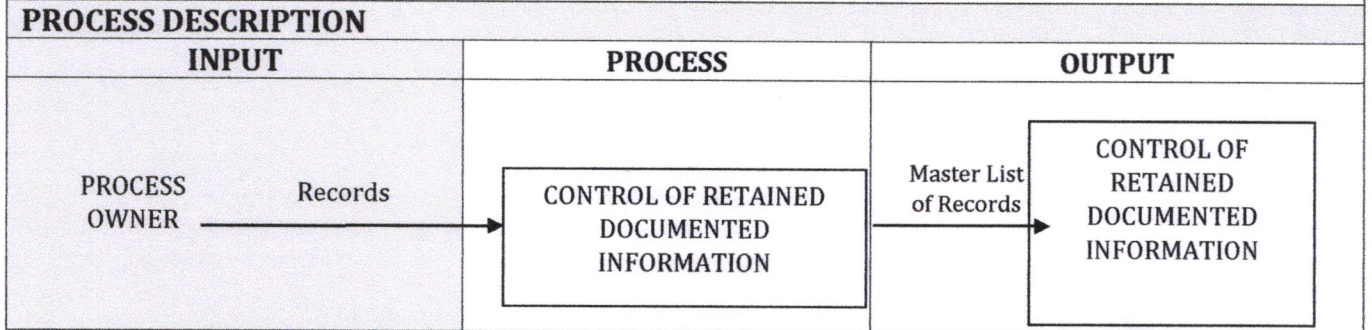


DILG REGION XIII (CARAGA)
**SYSTEM
 PROCEDURE (SP)**

Document Code
R13-SP-02

Rev. No.	Eff. Date	Page
00	10.16.17	1 of 3

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"> Master list 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"> Master list of Records(FM-R13-SP-02-01)