

RECORDS FILING, RETRIEVAL/BORROWING AND DISPOSAL

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For efficient records management system and to provide systematic records filing and keeping, the following procedures and regulations are hereby implemented for the guidance of all concerned:

A. RECORDS RETRIEVAL/BORROWING

1. The Borrower shall fill up a Requisition Slip to be provided by the Records Section. It must be duly signed by the Chief of Division and/or his/her authorized representative. Otherwise the Records Section will not consider said request.
2. Borrower will be served on a “FIRST-COME-FIRST-SERVED” basis.
3. Only the designated Records Custodians are allowed to look for the requested files/documents in the Central Records Room.
4. Requested product files/documents (for evaluation) shall be released every Monday.
5. Only the Evaluators follow-up (for annotation, amendment, etc.) for the requested files/document shall be entertained. Strictly “NO FOLLOW UP” from the Company Representative.
6. Before the release of the files/documents, the borrower shall fill up the Charge-Out Card.
7. The Borrower and the Chief of the Division concerned shall be held liable for the loss or release of any confidential or prohibitive information contained in the records/files.

B. RECORDS FOR FILING/RECORDING

1. The authorized Records Custodian of the Division shall return borrowed files to the Central Records Room every Thursday from 9:00 a.m. to 3:00 p.m. if possible, Product Services Division shall return product files one (1) week after date of receipt.
2. Records Section will receive files/documents (for filing purposes) every Friday only from 9:00 a.m. to 3:00 p.m.
3. Except for Product Services Division (PSD), other Division which borrowed the file specifically the product shall return the same to Records Section within three (3) days from date of receipt.

C. RECORDS FOR DISPOSITION

1. The Division concerned shall prepare endorsement letter to the Records Section, Administrative Division together with the list of inventory of all the records to be disposed for onwarding to Records Management and Archives Office (RMAO) for approval/authority to dispose.
2. The Records Officer shall request the RMAO for a representative to witness the records disposal. Likewise, the division concerned and the Resident COA Auditor shall also be asked for a representative to witness the disposal

of records.

3 The concerned division and the Records Section shall keep the inventory record of the disposed files/documents.

4. Disposal of records shall be carried out in accordance with the approved Records Disposition Schedule (RDS) of BFAD.

D. RECORDS MAINTENANCE

1. Annual change/addition of envelopes and other supplies and materials, if necessary;

2. To preserve records and official documents, a semi-annual pest control shall be conducted or as necessary;

For strict compliance.

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Director

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