

AN ACT AMENDING ACT NUMBERED TWO HUNDRED AND SEVENTY-THREE, CREATING A BUREAU OF ARCHIVES, BY STATING MORE IN DETAIL THE DUTIES OF THE CHIEF OF SAID BUREAU, BY PROVIDING FOR THE...

Act No. 644, March 03, 1903

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/af4a2a1b14f3/>

By authority of the United States, be it enacted by the Philippine Commission, that:

SECTION 1. Sections two, three, and four of Act Numbered Two hundred and seventy-three, creating a Bureau of Archives, are hereby amended to read as follows:

"SEC. 2. There shall be a Chief of the Bureau of Archives, who shall receive an annual salary of three thousand dollars, and who shall be a notary public ex officio.

"SEC. 3. The duties of the Chief of the Bureau of Archives shall be:

"1. To have the care and custody of such public records as may, in accordance with law, or by direction of the Civil Governor, be deposited in the Insular Archives, and to properly arrange and index the same for easy reference.

"2. To have an official seal of suitable design and bearing the inscription 'Bureau of Archives, Philippine Islands,' and to use the same on all certified copies of documents and papers issued by the Bureau and all other papers upon which such seal may be required. When the Chief of the Bureau of Archives acts as notary public he shall use a seal which shall bear the legend 'Chief of the Bureau of Archives, ex officio Notary Public,' and fees received by him as such shall be treated as fees of the office and not of the officer.

"3. To furnish without charge, for official use, such information from the Insular Archives and such papers and copies of papers contained therein as may be requested in writing by the Civil Governor, any member of the Philippine Commission, the head of any Department, Bureau, or Office of the Insular Government, or by any provincial board or municipal council: Provided, That no original document or file copy of any document shall be delivered to the head of any Bureau or Office or to any provincial board or municipal council without the written approval of the Civil Governor or the Secretary of the Department under which such bureau or office is established.

"4. To certify to the correctness of all copies of documents or papers furnished to any officer of the Government for official use and to affix to such copies the seal of the Bureau.

"5. To furnish to any private person or persons making written application for the same one or more copies of any document or paper in the Archives in which such person or persons may be personally concerned and to which he or they may be entitled, and to certify to the correctness of same if required, on the payment of the following fees: For every search for anything above a year's standing, five cents for every past year; for every one hundred words contained in any copy, five cents; and for every certificate of correctness to which the seal of the Bureau shall be affixed, twenty-five cents. These fees shall be paid in money of the United States or its equivalent, in local currency at the authorized rate on the date of payment.

"6. To require a written receipt for each original document or paper or file copy of any document or paper delivered to any officer of the Government or to any other person or persons, and to file and safely keep such receipt until the return of such original document or paper or file copy, when the receipt shall be returned to the maker marked or stamped with the word 'void.' The officer of the Government or other person or persons to whom such original document or paper or file copy is delivered shall be held responsible for its proper care and custody while in his or their possession.

"7. To keep a record of all papers or copies of papers furnished by the Bureau to any private person or persons, to make a monthly report to the Auditor for the Philippine Archipelago in such form as may be prescribed by said Auditor, showing the number of such papers and copies of papers furnished, the subject matter of each, whether certified or not, the number of words in each copy and the sum collected therefor, and such other information as may be required by the Auditor: and to send a duplicate of this report to the Secretary of Public Instruction.

"8. To keep a record of all papers or copies of papers furnished by the Bureau to officers of the insular, provincial, and municipal governments for use in connection with the duties of their several offices.

"9. To make an annual report to the Secretary of Public Instruction covering the affairs and business of the Bureau of Archives in detail, and such other reports as may be required from time to time by the Secretary of Public Instruction.

"10. To perform such other duties in connection with the Bureau of Archives as may be prescribed by the Secretary of Public Instruction or necessary for the proper conduct of the Bureau.

"SEC. 4. The Chief of the Bureau of Archives shall be required to furnish a bond in accordance with the provisions of Act Numbered Two hundred and forty-nine, and shall deposit in the Insular Treasury and account for all fees coming into his hands under the provisions of this Act in such manner as may be prescribed by the Auditor for the Philippine Archipelago."

SEC. 2. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 3. This Act shall take effect on its passage.

Enacted, March 3, 1903.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.