UNIFORM GUIDELINES FOR THE DISPOSAL OF VALUELESS RECORDS

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OBJECTIVE:

To ensure that guidelines and procedures are followed in the disposal of valueless or unnecessary records.

SCOPE:

This guideline covers all record material that have reached the prescribed retention periods or usefulness to the Land Transportation Office (LTO) or the government as a whole.

CREATION OF DISPOSAL COMMITTEE:

The Assistant Secretary/Regional Director shall create a CO/RO Records Disposal Committee (RDC) which shall be responsible for the scheduling and disposition of all valueless or unnecessary records within the Land Transportation Office.

Pursuant to Executive Order No. 309 dated March 8, 1996 and IRR of Commission on Audit-Policy Training and Technical Assistance Facility (COA-PTTAF) Manual on Disposal, the prescribed composition of the CO/RO Records Disposal Committee shall be as follows:

Chairman- Executive Director/Assistant Regional Director

Members-

Chief, Administrative Division Chief, Property Section Records Officer or Records Custodian Representative from the Management Committee

The RDC shall also be responsible for the Committee's technical and administrative matters as well as the safekeeping and systematic filing of Committee documents and records.

DETAILS:

1. Disposal Planning

The Records Disposal Committee (RDC) shall periodically inform the Management Committee once a year, to submit their inventory of records for disposal based on the approved LTO Records Disposition Schedule (RDS).

2. Request for Authorization

The RDC shall submit to the National Archives of the Philippines (NAP) four (4) copies of accomplished "Request for Authority to Dispose of Records" (NAP Form 3) for approval of the NAP Director.

3. Appraisal & Examination of Disposable Records

Upon receipt of the request for Authority to Dispose of Records, the Chief of the Current Records Division, acting for the Director, shall assign a Records Management Analyst, to appraise and examine the disposable records being requested by the LTO and recommend the manner or method of disposal, such as by direct sale

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or shredding before sale in the prescribed form.

4. Authority to Dispose

The director of NAP shall issue the authority to dispose of records and the manner of disposal using the prescribed form.

5. Custody of Valueless Records

The Records Officer and/or designated Records Custodian who is in custody of the records shall be responsible for the safekeeping of the valueless records until its disposal is authorized.

6. How Disposal are to be Accomplished

To safeguard the sanctity of the records and to check that the records to be disposed are the same records which were appraised and examined and that no insertions have been done, the actual disposal of records shall be witnessed by the representative of any member of the RDC, the COA, and the NAP.

7. Mode of Disposal

The conduct of public bidding for the disposal of valueless records shall be pursuant to the provisions on public bidding and award of contracts of PD 1445. The NAP shall be furnished with a copy of the contract. To be included in the contract, the winning bidder shall issue a Certification that the disposable records shall be shredded and/or recycled in the paper mill.

8. Certificate of Disposal

8.1 A Certificate of Disposal shall be prepared in triplicate by the LTO and witnessed by the representatives by any member of the RDC, NAP and COA upon delivery of the disposable records to the paper mill or warehouse of the winning bidder.

8.2 The original copy goes with the LTO, a copy for the NAP and a copy for the COA.

9. Proceeds of Sale

All proceeds realized from the sale of disposable valueless records shall be remitted to the National Fund.

For strict compliance.

Adopted: 19 Jan. 2009

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Assistant Secretary

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