

OCA CIRCULAR NO. 122-2015, June 23, 2015

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TO :

ALL PRESIDING JUDGES AND CLERKS OF COURT OF THE FIRST AND SECOND LEVEL COURTS

SUBJECT :

A.M. NO. 07-3-09-SC (RE: PROPOSED GUIDELINES IN THE DISPOSITION AND/OR DESTRUCTION OF COURT RECORDS, PAPERS AND EXHIBITS [RE: SIMPLIFIED GUIDELINES FOR DISPOSING OF RECORDS OF LONG-DECIDED CASES AND UNNEEDED DOCUMENTS AND PAPERS])

In the Resolution dated 25 November 2014, the Court En Banc simplified the guidelines in the disposition and/or destruction of court records, papers and exhibits of the trial courts.

The resolution, appended herein as Annex "A," was published in the Philippine Daily Inquirer on 22 June 2015 and took effect immediately.

Accordingly, any prior circular from the Office of the Court Administrator on this matter which is contrary to the Resolution dated 25 November 2014 is hereby superseded.

For your information, guidance and strict compliance.

June 23, 2015

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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