



**PROCESS MANUAL**  
**BUREAU OF LOCAL GOVERNMENT**  
**FINANCE**

**BLGF-PM-04-10**

Revision Code: 00

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Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **RECORDS – ARCHIVING AND RETRIEVAL**

**1. PURPOSE:**

- a. To ensure proper accurate and complete identification and traceability of archived records.
- b. To ensure protection, safekeeping, and proper storage of archived records.

**2. SCOPE:**

This procedure covers activities from classification of records, recording and storage in the company archives.

**3. DEFINITION OF TERMS:**

- a. **DMAS** – Document Management and Archiving System
- b. **CTC** – Certified True Copy

**4. RECORDS:**

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. Masterlist of Archived Records (REC-002)	Central Records File	NAP R.A. 9470	Archived	NA
2. Borrowed Records Logbook	Central Records File	NAP R.A. 9470	5 years	As per NAP Rules

**5. REFERENCES:**

- 5.1 ISO Clause Reference  
Clause 7.5 Documented Information
- 5.2 A document which supports the implementation of the procedure:  
National Archives of the Philippines, Act of 2007 (R.A. 9470) and IRR
- 5.3 Related documents linked to the procedure:
  - a. Work Instruction: Issuance of Certified True Copy
  - b. Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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**6. PROCEDURE:**

ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p><b>Administrative Officer V</b></p>	<p>Classifies duplicate documents by subject for archiving.</p>
	<p><b>Admin Aide</b></p>	
	<p><b>Admin Aide</b></p>	<p>Labels by classification of records (example: Memorandums, Circulars, official correspondence, etc.)</p>
	<p><b>Administrative Officer V</b>  <b>Admin Aide</b></p>	<p>Archiving is done by:</p> <ul style="list-style-type: none"> <li>a. Scanned documents – archived in DMAS (Document Management Archiving System)</li> <li>b. Physical documents – archived in storage area.</li> </ul>
	<p><b>Admin Aide</b></p>	<p>Manually updates the masterlist of records (according to document type).</p>

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center"><b>Admin Officer I</b></p>	<p>Receives request for retrieval from internal or external clients.</p>
		<p>Refer to Records <b>Work Instruction for Request for True Copy.</b></p>

PREPARED BY: DIVISION CHIEF *[Signature]*

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Admin Aide</p>	<p>For borrowing of records, the borrower should sign on the Borrower's Card. Admin Aide records date, name, and document borrowed in the Records Logbook.</p> <p>Monitors date of return of borrowed record to prevent the risk of loss.</p>
	<p align="center">Division Chief</p>	<p>Reviews activities of the process to see where quality improvements can be done in the process.</p>
	<p align="center">Division Chief</p>	<p>Determine if performance targets were achieved.</p> <p>For unmet targets:  <b>Refer to Corrective Action Procedure.</b></p> <p>Submit complete monthly accomplishment and performance report to immediate superior every first week of the month.</p>

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