



PROCESS MANUAL
BUREAU OF LOCAL GOVERNMENT
FINANCE

BLGF-PM-04-12

Revision Code: 00

Page 1 of 4

Section: **SUPPORT**

Effectivity Date: 01-19-2018

Subject: **RECORDS – DISPOSAL OF RECORDS**

1. PURPOSE:

To ensure proper disposal of obsolete records in accordance with National Archives of the Philippines, R.A. 9470.

2. SCOPE:

This procedure covers activities from the preparation of inventory of records, identification of obsolete records, secure official documentation to dispose records from NAP, and actual disposal of records.

3. DEFINITION OF TERMS:

- a. **NAP** - National Archives of the Philippines

4. RECORDS:

TITLE/CODE	LOCATION	RETENTION CRITERIA	RETENTION PERIOD	DISPOSAL METHOD
1. N.A.P. Form 1 (Request for Disposal of Records)	Central Records File	NAP R.A. 9470	Archived	N/A
2. Certification of Disposed Records from NAP	Central Records File	NAP R.A. 9470	Archived	NA

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:

Corrective Action Procedure

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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Page 2 of 4

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6. PROCEDURE:

ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD Start([START]) --> Prep[PREPARE INVENTORY OF RECORDS] Prep --> Ident[IDENTIFY OBSOLETE RECORDS] Ident --> Request[REQUEST AUTHORITY TO DISPOSE] Request --> Receive[RECEIVE AUTHORITY TO DISPOSE] Receive --> A{{A}} </pre>	<p>Administrative Officer V</p>	<p>Prepare inventory of records using N.A.P. Form 1.</p>
	<p>Administrative Officer V</p>	<p>Based on NAP General Records Disposition Schedule and approved BLGF Records Disposition Schedule.</p>
	<p>Administrative Officer V</p>	<p>Request authority to dispose from NAP. Requesting officer is the Executive Director.</p>
	<p>Administrative Officer V</p>	<p>Receives authority to dispose from NAP.</p>

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Page 3 of 4

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
	<p align="center">Administrative Officer V</p>	<p>Upon approval, dispose records according to mode of destruction indicated in the approved BLGF Records Disposition Schedule.</p>
	<p align="center">Administrative Officer V</p>	<p>A certification of disposed records is issued from PH National Archives, documenting the disposal.</p> <p>The NAP certification is filed in the archives for reference.</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>

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REVIEWED BY: AIMS DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR



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Page 4 of 4

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ACTIVITY FLOW	RESPONSIBLE	DETAILS
<pre> graph TD B{{B}} --> D{TARGETS ACHIEVED?} D -- NO --> CAP[CORRECTIVE ACTION PROCEDURE] CAP --> D D -- YES --> PMR[PREPARE MONTHLY REPORT] PMR --> END([END]) </pre>	<p align="center">Division Chief</p>	<p>Determine if performance targets were achieved.</p> <p>For unmet targets: Refer to Corrective Action Procedure.</p> <p>Submit complete monthly accomplishment and performance report to immediate superior every first week of the month.</p>

PREPARED BY: DIVISION CHIEF

REVIEWED BY: AFM, DIRECTOR

APPROVED BY: EXECUTIVE DIRECTOR