



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

MEMORANDUM CIRCULAR NO. 07
Series of 2008

TO : THE UNDERSECRETARIES
ALL ASSISTANT SECRETARIES
ALL BUREAU and SERVICE DIRECTORS
ALL RDs, ARDOs, ARDA's, PAROs, CARPOs, MAROs
ALL HEADS of OFFICES
ALL CONCERNED

SUBJECT : Amending Memorandum Circular No. 6, Series of 1983 titled:
DAR Records Retention and Disposition Schedule and
adopting the Comprehensive DAR Records Retention and
Disposition Schedule approved by the National Archives of
the Philippines on 5 June 2008

I. Background

The DAR Records Officers and Records Custodians nationwide converged last December 2006 in Manila and in Pangasinan to discuss, among others, the updating of an archaic DAR Records Disposition and Retention Schedule (DAR-RDS). Specifically, the Records Officers have to focus on the formulation of a new records disposition system as basis for moving the permanent records of DAR to the National Archives or to the Department's various records storage centers and decongest the DAR of its vast records holdings which have been kept for more than 30 years. The problem however was the absence of a legal basis with which to support this agenda.

Likewise, the Department saw the need to equip the DAR Records Officers with a practical perspective on the CARP exit scenario. It has to prepare a proactive plan in-sync with the DAR's peculiar wrapping up strategies so that the Records Officers can be guided properly.

It was imperative therefore that the major output of these conferences is the drafting of a Comprehensive DAR-RDS which will display on view an updated and complete listing of all DAR records holdings with detailed retention and disposition schedules. If, firmed-up, the newly developed DAR-RDS will be a key input and will become an integral part of the Records Management Development Program of the Department.

After two (2) years of thorough review, articulation and analysis by the DAR Records Officers including DAR Officials both at the DAR Central and Field officials and Records Analysts from the National Archives of the Philippines, the Comprehensive DAR-RDS of 2008 is finally done.

II. Legal Bases for the Disposal of DAR Records

Early on, the Department based its records disposal policy from DAR Memorandum Circular No. 6 Series of 1983, titled: *DAR Records Retention and Disposition Schedule* and General Circular No. 25 series of 1986 of the Ministry of General Services, titled: *General Records Schedule*. Recently, the Office of the President through the Records Management and Archives Office amended General Circular No. 25 series of 1986 with General Circular No. 01 series of 2003, *General Records Disposition Schedule of 2003*, but said directive only reflected the disposal schedule of facilitative records found common in all government offices and not reflecting the disposal of records created specifically by the DAR. This situation further pushed the desire of the Department to develop its own RDS to address the gap on records disposal and retention concerns.

III. Objective of the Comprehensive DAR-RDS

The significance of the Comprehensive DAR-RDS of 2008 is based from a common observation emanating at the central and at the field offices that the Department of Agrarian Reform, even after so many years of program implementation, has kept on amassing enormous volume of records but cannot dispose these accumulated records since there is no legal basis for their retention or removal from the existing DAR files. Since the newly created records holdings of the Department are not included in the DAR-RDS of 1983, it is therefore imperative that the Department should develop a new Records Disposition and Retention Schedule that will incorporate the old and new record listings of all levels of offices within the Department of Agrarian Reform.

IV. Purpose and Use of the Comprehensive DAR-RDS

The updated RDS will describe the detailed status of DAR records whether these are permanent, with retention limits or with disposal schedules when they become valueless. It will likewise guide all concerned on the retention and disposition schedules of all records handled by all DAR offices nationwide. The Comprehensive DAR-RDS is one effective tool that will guide the Records Officers and Records Custodians of DAR in the regular inventory and disposal of records.

Ultimately, the main goal of this tool is to effect the implementation of the following major records management mandates: immediate disposal of valueless records, systematic and prompt retrieval of active or current records, orderly transfer of archive records to permanent storage areas, and the proper storage and safekeeping of permanent or non-current records.

V. Implementation

Accordingly, all concerned are hereby directed to refer to the DAR Records Retention and Disposition Schedule approved by the National Archives of the Philippines last 5 June 2008 as the basis for implementing the aforementioned records management mandates. As such, the Department hereby approves this document as the updated Comprehensive DAR Records Retention and Disposition Schedule of 2008 for implementation.

VI. Effectivity

This Memorandum Circular supersedes and revokes all previous DAR issuances on records retention and disposition schedules and shall likewise take effect immediately.

30 June 2008. Diliman, Quezon City


NASSER C. PANGANDAMAN
Secretary

Department of Agrarian Reform
Office of the Secretary



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