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GENERAL GUIDELINES ON RECORDS MANAGEMENT

I. GUIDELINES ON THE FLOW OF WRITTEN COMMUNICATIONS

A. Written Communications Defined:

Any document received or sent containing information but not limited to a letter, telegram, radiogram, memorandum or report.

B. Responsibility for Communications

1. Receipt of Communications

1.1 It shall be the responsibility of the Records Management Division (RMD) to receive, sort, record and distribute to the office/s concerned all incoming communications (ICs) received by it thru the mails or by messengers.

1.2 ICs addressed to a particular office and received directly by that office can be processed by said office subject to the procedures as herein defined.

2. Processing of Communication

2.1 It shall be the responsibility of the office / bureau concerned upon receipt of the communication from RMD to process or act upon the same in the shortest possible time as in a letter/query, letter/request or letter/complaint.

2.2 If another office/bureau has to process/act upon the same communication mentioned in B1, it shall be the responsibility of the originating office/bureau to forward said communication to the office / bureau that has to process/act upon it together with its comments and recommendations, if any.

3. Mailing/Handling of Outgoing Communications

3.1 It shall be the responsibility of the RMD to receive, sort, record and send-out either thru the mails or by messenger all Outgoing Communications (OCs) received by it from the different offices/bureaus of the Department.

C. Procedures in Handling Incoming Communications

1. Records Management Division

1.1 All ICs shall be stamped "received" on the face of the document. The stamp (Annex A) shall contain the following information:

- a) Month, Day, Year received
- b) Document Code No. (Starting with 001)

- c) Signature of receiver acknowledging receipt in the space provided therein
- d) The office / bureau as in "Records Management Division"

1.2 All ICs shall be logged in a logbook (Annex A) showing the following information:

- a) Month, Day, Year received
- b) Document Code Number
- c) Name of Writer/Sender
- d) Addressee
- e) Subject - Brief description of the content of communication
- f) Incoming Transmittal Slip No. (ITS No.)

1.3 RMD shall maintain logbooks for each of the following type or source of incoming communications:

- a) For ICs from each Region
- b) For telegram
- c) For registered mails or handcarried communications not received by it thru the mails
- d) For all other ICs

1.4 RMD shall prepare pre - numbered transmittal slips (Annex C) in duplicate which document shall be used to distribute all ICs to the various offices /bureaus.

1.5 The ITS shall contain the following information :

- a) Document Code No. (Starting with 001)
- b) Name of Writer/Sender
- c) Subject - Brief description of the content of communication
- d) Remarks column
- e) Signature of the person preparing the Transmittal Slip and signature of the person receiving the document/s
- f) Month, Day, Year received
- g) Regional communications , telegrams , registered mails , handcarried communications shall be classified and segregated in the transmittal slip

1.6 One copy of the ITS shall be retained by RMD. The other copy shall be given to the office / bureau together with the corresponding ICs.

1.7 It shall be the responsibility of RMD to distribute all ICs as follows:

- a) ICs received in the morning - To be received by office / bureau concerned not later than 5:00 p.m. of the same day;
- b) ICs received in the afternoon - To be received by office / bureau concerned not later than 12:00 noon of the following day.

Exemptions to the above schedule shall be allowed in meritorious cases such as when the ICs are received in bundles from the Regional Offices in which case it shall be distributed within a reasonable time.

2. By Radioroom

2.1 It shall be the responsibility of the Radio Office to receive all incoming radiograms and see to it that the same is transmitted to the addressee in the shortest possible time.

2.2 The Radio Office shall also be responsible to send out all radio messages of the various offices/bureaus immediately.

2.3 The Radio Office shall devise a system to assure that all incoming radiograms transmitted to the respective addressees are duly acknowledged / received by the latter. Likewise, a file of incoming radiograms shall be maintained for reference purposes.

2.4 The Radio Office shall advise the sender when a radiogram has been sent out indicating therein the date and time. The Radio Office shall likewise keep a file of all outgoing radiograms for reference purposes.

3. By Any Other Office/Bureau

3.1 Upon receipt of the ICs from RMD, the ITS shall be detached from the documents by the receiving office/bureau and file it according to dates and shall serve as reference / logbook of the office/bureau.

3.2 All ICs addressed to a particular office/bureau and received directly by said office/bureau without passing thru RMD shall be stamped "received" on the face of the document. The stamp (Annex A) shall contain the following information :

- a) Month, Day, Year received
- b) Document Code No. (Starting with 001)
- c) Signature of receiver acknowledging receipt in the space provided
- d) The Office/Bureau as in "Bureau of Legal Affairs"

3.3 All ICs addressed to a particular office / bureau whether directly received or referred by other offices / bureaus shall be logged / recorded as they are received in a logbook by each office/bureau. This shall be known as the Incoming Logbook (Annex B) which shall contain the following information:

- a) Month, Day, Year received

- b) Document Code No.
- c) Name of Writer/Sender
- d) Addressee - Name and Office the document is addressed
- e) Subject - Brief description of content of the communication
- f) Remarks column -Other information and action taken

D. Procedures in Handling Outgoing Communications

1. By Records Management Division

1.1 All Outgoing Communications (OCs) received by RMD from the divisions / offices / bureaus for delivery thru the mails or by messenger or via telegraph shall be recorded in a logbook (Annex A) which shall contain the following information:

- a) Month, Day, Year
- b) Document Code No.
- c) Source/Sender
- d) Addressee
- e) Subject
- f) Remarks Column

1.2 The RMD shall maintain a logbook for each mode of delivery such as by mail, by messenger, by telegram, etc.

1.3 All OCs sent by mail shall be sent not later than the day following the date of receipt from the office sender.

1.4 OCs to be sent by telegram or by messenger shall be attended to by taking into consideration the urgency of delivery. Telegrams to be sent by RMD must be received at RMD not later than 3:00 p.m. in order to allow RMD time to send it within the same day. OCs for mailing must be received by RMD before 2:00 p.m. so that the same can be mailed within the same day.

1.5 RMD shall maintain an Outgoing Transmittal Slip (OTS) file for all OCs received from the various offices / bureaus filed chronologically according to date received which shall serve as the permanent reference file.

2. By All Other Offices or Bureaus

2.1 Offices/Bureaus shall be encouraged to send their OCs thru the RMD for control, efficiency of handling and cost minimization reasons.

2.2 All OCs whether directly sent or referred by other offices / bureaus shall be logged / recorded as they are sent out, in a logbook of each office / bureau. This shall be known as the Outgoing Logbook (Annex B) which shall contain the following information:

- a) Month, Day, Year
- b) Document Code No.
- c) Source/Sender
- d) Addressee
- e) Subject
- f) Signature of the Receiver
- g) Date Received
- h) Remarks Column
- i) Forwarded to Office/Bureau

2.3 OCs sent thru the RMD shall be covered by an OTS (Annex C) prepared in duplicate. One copy to be retained by the sending office, the duplicate copy to be sent to RMD together with the items for delivery. The OTs shall contain the following information :

- a) Office Sender
- b) Name/Address of Addressee
- c) Mode of Delivery - By mail, telegram or by messenger
- d) Copy for RMD provided by check mark
- e) Date Sent - To be filled by RMD
- f) Prepared by/Received by - Signed Accordingly
- g) Approved by - Head of Office / Bureau

2.4 All OTs shall be filed in chronological order according to dates.

E. General Guidelines

1. It shall be the responsibility of each office/bureau to identify the type/nature of written communication it wants the RMD to retain as a back-up to the office/bureau file.
2. Written communications requiring the signature of the Secretary shall be so endorsed to the Office of the Secretary and handled in accordance with IC3-3.3 and ID2-2.2. If the originating office / bureau desires that a copy be retained by RMD upon signature of the Secretary, it shall so indicate and provide for the same upon its transmittal to the Office of the Secretary. It shall be the responsibility of the Office of the Secretary to transmit the communications to RMD after the same has been signed together with the covering OTS properly accomplished.
3. Once a document has been assigned a number by an office / bureau, no other office / bureau shall assign any other code.
4. Only authorized DAR officials and employees may handle and route official DAR documents as well as papers related to matters under the jurisdiction of DAR. All suppliers, dealers and the like are not allowed to personally handle such documents.

II. GUIDELINES ON RECORDS RETENTION AND DISPOSAL

A. Definition of Terms

1. Records Disposal - is the systematic removal from office, of records that are not needed for everyday operations ; identification and preservation of permanently valuable records and the destruction of valueless records.
2. Records Retention Disposal Scheme (RRDS) - is a written statement on the action to be taken with respect to all records produced or maintained by an agency. It covers all records of the agency and the corresponding disposition action to be taken with respect to each record or file series. It involves developing, approving and applying a uniform schedule for the orderly retention of records for active reference use and the disposal of valueless records. It provides for the regular removal and disposal of useless records from the current record files.
3. Retention Period -is a specific time established and approved by the competent authority after which a given set of files is deemed ready for permanent storage or destruction.

B. Responsibility for Records Retention and Disposal

1. The retention and disposition of records to be followed by the Department shall be those provided under Memorandum Circular No. 6' 83 series of 1983 which has been approved by the Records Management and Archives Office dated May 25, 1983 ; and the provisions stated in General Circular No. 25 dated May 2, 1986 for records common to all government agencies / offices.

2. Records Management Division

It shall be the responsibility of the Records Management Division (RMD) to program the disposal of records for DARCO at least once a year depending on the volume of the accumulation of non-current and disposable records of the Department.

3. Offices/Bureaus

All Records Officers / Records Clerks of the Department from the central office to the regional , provincial and municipal offices shall submit Inventory Reports at end of each year records found to be non-current and disposable or having passed their prescribed retention periods or have out-lived their

usefulness to the Department in accordance with General Circular No. 25 and Memorandum Circular No. 6'83.

C. Procedures/Steps on the Disposition of Records

1. Each office / bureau shall conduct an inventory of disposable records and submit the inventory reports to RMD.
2. The RMD shall review the inventory report records from the different offices / bureaus.
3. The RMD shall prepare the Request for Authority to dispose records by filling -up Bureau of Records Management (BRM) Form No. 3 and submitting same to the Records Management and Archives Office for approval.
4. Upon approval of the request from the Records Management and Archives Office, the actual disposition of the records shall be done by RMD with representatives from COA and BRM who shall act as witnesses to the actual disposition as specified in the authority. Disposition shall either be thru burning, shredding or selling the said records.
5. The Chief of RMD shall accomplish the Certificate of Disposal duly countersigned by the Chief of RMD, representatives from the BRM and COA, in which each one shall be furnished with a copy of the certificate.

RMD shall monitor the implementation and compliance of this memorandum and shall submit a monthly report to the Secretary until the system meets the desired objectives.

For compliance.


PHILIP ELLA JUICO
Secretary

INCOMING TRANSMITTAL SLIP

ANNEX C

TO : _____
FROM : (Office/Bureau) 15

ITS NO. _____
DATE _____

Document Code No.	Sender	Subject	Remarks

PREPARED BY : _____

RECEIVED BY : _____

DATE _____

Accomplish in duplicate

OUTGOING TRANSMITTAL SLIP

TO : _____
FROM : _____
(Office/Bureau)

DATE _____

Name	Address	Mode of Delivery	Copy for RMD (/)	Date Sent (By RMD)
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PREPARED BY : _____

RECEIVED BY : _____

APPROVED BY : _____
(Head of Office/Bureau)

DATE _____

Annex A

STAMP PAD

<p>Department of Agrarian Reform Diliman, Quezon City Office/Bureau</p> <p>RECEIVED</p> <p>Date _____ By _____</p> <p>Doc. Code No. _____</p>
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1. RMD - Incoming Communications

LOGBOOKS

Date Received	Doc. Code No.	Sender	Addressee	Subject	ITS No.

2. RMD - Outgoing Communications

Date	Doc. Code No.	Sender	Addressee	Subject	Remarks

Annex B
LOGBOOKS

3. Office/Bureau - Incoming Logbooks

Date Received	Document Code Number	Sender	Addressee	Subject	Remarks

4. Office/Bureau - Outgoing Communications

Date	Doc. Code No.	Sender	Addressee	Subject	Forwarded to Office/Bureau	Received By	Date	Remarks