


Republika ng Pilipinas
MINISTRI NG REFORMANG PANSAKAHAN
(Ministry of Agrarian Reform)
Tanggapan ng Minister
Diliman, Lungsod ng Quezon

MEMORANDUM CIRCULAR NO. 6 '83
Series of 1983 788-83

TO : Assistant Secretaries, Bureau Directors,
Chiefs of Services, Division/Office Chiefs,
Regional Directors, District Officers and
Team Leaders

SUBJECT : MAR RECORDS RETENTION AND DISPOSITION SCHEDULE

The following MAR Records Retention and Disposition Schedule
is hereby approved by authorities concerned and issued for the
guidance of all concerned.


CONRADO F. ESTRELLA
Minister

MAR RECORDS RETENTION AND DISPOSITION SCHEDULE

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

ADMINISTRATIVE SERVICES

1. Civil Security Matters

Summary of Information (Received & Send out)	Disposed 5 yrs. after subject resigned/retired
Investigation Report	Disposed 10 yrs. after termination of case
a. Personnel	MEMORANDUM CIRCULAR NO. 78 dated August 14, 1964
b. Property, building, etc.	
Letter Complaint	Disposed 10 yrs. after investigation
Background Investigation (CBI/PRI)	-de-
Security Clearance	Disposed 5 yrs. after subject left the service retirement/resignation
Security Survey	Disposed 5 yrs. after occupancy of the installation survey
Fire Plan	-de-

Training/Seminar Report	Disposed after 10 yrs.
Accomplishment Report	
a. Monthly	Disposed after 2 yrs.
b. Annual	Permanent
Directives from NISA	Permanent-Disposed 2 yrs.
LOI and PD	after superseded Documenting policy on civil security matters
2. Communications	
Radiograms (received/transmitted)	One yr.
Telegrams (received/transmitted)	-do-
3. Directives/Issuances	
Circulars	Documenting policies, procedures functions & programs of the agency
a. Memorandum	Permanent
b. Ministry	-do-
Orders	
a. Administrative	-do-
b. Executive	-do-
c. General	-do-
d. Inter-agency	-do-
e. Memorandum	-do-
f. Regional	Disposed 2 yrs. after superseded
g. Special	-do-
h. Travel	Disposed 2 yrs. after completion of assignment
Presidential Issuances	Permanent
a. Decrees	
b. Letter of Instruction	
c. Letter of Implementation	
d. Presidential Memorandum	
e. Executive Orders	
f. Batas Pambansa/Cabinet Bills	
4. Information Materials	
Moving Pictures	Permanent
Slides	
Still Pictures	
Tapes	
News Clippings/Messages	
Speeches	Permanent

5. Organizations Functions	Permanent
6. System and Procedures (Management)	-de-
7. Accountability	
Cash and Property	-de-
a. Designation of Collecting Officers	Disposed 5 yrs. after clearance
b. Designation of Disbursing Officers	-de-
8. Audit	
Cash	Disposed 5 yrs. after retirement
Performance	Disposed 7 yrs. after retirement
9. Loans	
Real Estate	Disposed one yr. after certification of full payment
10. Index Card	
Employees	Disposed 5 yrs. after retirement
Non-employees	-de-

PLANS AND PROGRAMS

11. Annual	Permanent
12. Evaluation	-de-
13. Project Development	-de-
14. Statistics and Data Bank	-de-

PROJECTS

15. Institutional Projects	Disposed 5 yrs. after completion of the project
16. Special Projects	Disposed 5 yrs. after completion of the project
17. Locally Assisted Project	-de-
18. Linkages	-de-

RESEARCH

19. Completed Studies	Permanent
20. Reports and Recommendations	-de-
21. Research	Disposed one yr. after completion of research study
Contracts	
Materials and Publications	
Proposals	
Technical/operational (approved)	

LAND ACQUISITION DISTRIBUTION AND DEVELOPMENT

22. Acquisition of Landed Estates	Permanent
23. Aerial Photographs	-de-
24. Field Survey	-de-
25. Land Classification Maps	-de-
26. Landed Estates	
Masterlist or Screening & Allocation Reports	-de-
Control Books	-de-
Beneficiaries Application	-de-

27. Settlement Project	
Control Books	Permanent
Settlers Application	
28. Accomplishment Reports	Disposed after 2 yrs.
29. Photo Mosaic	Permanent
30. Survey Contracts	-do-
31. Survey Returns	-do-
Approved Plan	
Approved Survey Control	
Area Computation	
Field Notes	
Scheme of Subdivisions	
Survey Cards	Permanent
Technical Lot Description	-do-
<u>LAND TENURE IMPROVEMENT</u>	
32. Leasehold Operation and Operation Land Transfer	Permanent
Leasehold Action Report	
Leasehold Registration	
Masterlist	
a. Landowners	
b. Parcels	
c. Tenants	
33. National Computer Center Automated Output	
Action Report	Permanent
Provisional Register Report	-do-
Updates Action Report	One yr.
Masterlist of Tenants Issued CLT's	Permanent
Automated Output Index Card	-do-
Prooflist/Error list	One yr.
Update Reject/Error Report	One yr.
34. Barangay Committee on Land Production Records	Permanent
35. BCLP Index Card	-do-
36. CLT Documentation Folder	-do-
37. Landowner Claim Folder	-do-
38. Rice and Corn Production Survey	One yr.
39. Masterlist of Farmer-Beneficiaries Issued Emancipation Patent	Permanent
40. Reports	
Monthly Status Report	2 yrs.
a. CLT Generation	
b. CLT Documentation Folders	
c. CLT Duplicate Copy	

Annual	Permanent
41. Policies and Procedures	-de-
42. Samahang Nayan Special Statistics	20 yrs.
<u>AGRARIAN LEGAL ASSISTANCE</u>	
43. Contracts	
Chattel Mortgage	Disposed 3 yrs. after termination of period
Donations	Permanent
Irrigation Pumps	Disposed 10 yrs. after termination of Contract
Janitorial Services	-de-
Mapping	Disposed 3 yrs after termination of Contract
Mass Communication	Disposed 5 yrs. after termination of Contract
Memorandum Agreement	Permanent
Office Space	Disposed 3 yrs after rental is fully paid
Palay Threshing	Disposed 10 yrs. after termination of Contract
Rice Mill	-de-
Security Services	-de-
Tractors	-de-
44. Judicial Cases	Disposed 7 yrs. after case has been terminated
Regional Trial Court	
Intermediate Appellate Court	
Supreme Court	
LRC Notices of Initial Hearing	
Municipal City Trial Court	
Opinions	Permanent
45. Quasi-Judicial (Administrative) Cases	
Abandonment Cases (Settlement Project)	-de-
Cases in Landed Estates	-de-
Cases in Leasehold Areas	-de-
Cases in Operation Land Transfer	-de-
Mediation Cases	6 yrs.
Opinions	Permanent
46. Resettlement	
Masterlist of Settlers	Permanent
Lot Inventory	
a. Application for Agricultural Settlement	3 yrs.
b. Certificate of Allocation	Disposed 2 yrs after approval

47. Infrastructures

Building
Electrification
Irrigation
Multi-purpose Pavement
Roads/Bridges/Culverts
Water System

Disposed 2 yrs. after
completion of Project and
not involved in any case

48. Loan Assistance

Agricultural Inputs
Farm Implements
Housing
Medical Assistance
Subsistence Ration
Transportation
Work Animals

Disposed 2 yrs after payment
of loan and issuance of patent

TRAINING

49. Education Support Communication Modules

5 yrs.

50. In-Service Training for Personnel

5 yrs.

51. Evaluation

5 yrs.

Researches

52. List of Participants

Dispose 25 yrs. after
compulsory retirement or
death

53. Planning and Programming

10 yrs.

54. Resource Speakers

5 yrs.

55. Scholarship

Disposed 2 yrs. after
completion of scholarship

Foreign

Local

56. Training Operations

Clientele

10 yrs.

Farmers Education

10 yrs.

Farm-Family Education

10 yrs.

Approved by Director Luis G. Cordero of the
Records Management and Archives Office dated
May 25, 1983