	SOUTHERN LEYTE STATE UNIVERSITY Sogod, Southern Leyte		DOCUMENT CODE	P-RC01
	QUALITY PROCEDURES MANUAL		REVISION	00
			EFFECTIVITY DATE	20 October 2015
	CONTROL OF RECORDS			

1. Purpose

To ensure that internal and external records generated by the quality management system are properly maintained and are readily available for use by those who need them.

2. Scope

This procedure applies to internal and external records identified by the University as required for the effective management and control of processes.

3. Reference

Republic Act No. 9470, National Archives of the Philippines Act of 2007 and its implementing Rules and Regulations

4. Definition of Terms

Active Record – Records that are currently being maintained, used and controlled.

Disposition – refers to a systematic transfer of non-current records from office to storage area, identification and preservation of archival records and the destruction of valueless records.

Inactive Record – Records that are very rarely or no longer referred to.

Inventory/Records Inventory -A detailed listing that could include the types, locations, dates, volumes, equipment, classification systems, and usage data of an organization's records.


Record - a document stating results achieved or providing evidence of activities performed.

Records & Archives Center - Storage of inactive (usually) records on the premises of the organization that is sufficiently protected to ensure their preservation in the event of a disaster. Also known as RAC.


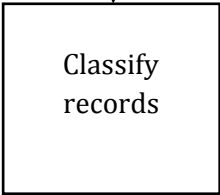
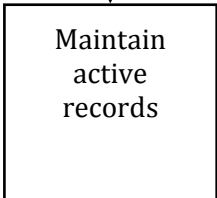

Records Disposition Schedule – a listing of record series by organization showing the period of time it is to remain in the office area, in the storage area, and its preservation or destruction. “RDS” for brevity


Retention Period – refers to the specific period of time established and approved by the National Archives of the Philippines.

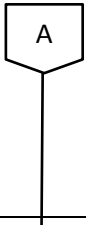
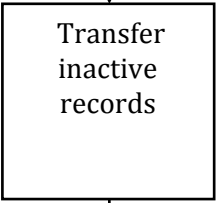
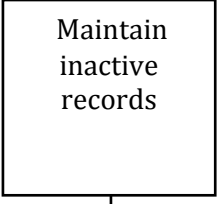
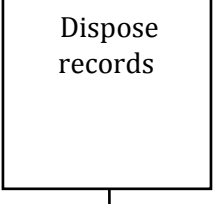
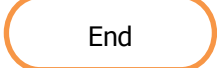
Transfer - The movement of records out of filing cabinets and office space into the legal custody of an authorized depository.


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5. Process Flow

Step No.	Process Flow	Details	Forms	Criteria	Responsible Person
					
1		<ul style="list-style-type: none"> Identifies the record series and determines record value & retention period <ol style="list-style-type: none"> Time Value – a record may be appraised as either temporary or permanent value. Utility Value – a record may be further appraised on the basis of various categories of usefulness <ol style="list-style-type: none"> Administrative Value Fiscal Value Legal Value Archival Value Updates the Records Disposition Schedule Approves the Records Disposition Schedule 	<ul style="list-style-type: none"> Records Disposition Schedule (F-RC-02) 	The values of records may be considered through: <ol style="list-style-type: none"> Immediate or future utility Permanent historical or research value 	<ul style="list-style-type: none"> Office Clerk Records Officer University President
2	 	<ul style="list-style-type: none"> Creates and labels files as needed Sets up and labels active records storage locations as needed Maintains files of active records in conjunction with his function or process; Maintains records logbook. For purposes of standardizing the registry of records, regardless of source, all incoming and outgoing mail matters and correspondence shall be received and registered in the logbook provided for the purpose indicating such data as; <ol style="list-style-type: none"> Date Received Control Number Source or Sender Subject Matter Date Released Personnel/Office Assigned 			<ul style="list-style-type: none"> Office Clerk

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		<p>g. Action Taken</p> <ul style="list-style-type: none"> For retrieval of records: <ol style="list-style-type: none"> Office Staff facilitates the filling up of Request Form, stating therein the records needed and its purpose. Act on request Retrieve records from the RAC Release records 			
		<ul style="list-style-type: none"> Turns file of inactive records over to the RAC following the retention schedule, using the Transmittal and Receipt of Non-current records Approves the transfer of files 	<ul style="list-style-type: none"> Transmittal And Receipt Of Non-Current Records (F-RC-03) 	<p>The transfer of inactive records shall bear the signature of the office head and the date of transfer.</p> <p>If found in order, transferred files shall be received by the records officer.</p>	<ul style="list-style-type: none"> Office Head Records Officer
3		<ul style="list-style-type: none"> Sets up and labels active records storage locations as needed Receives inactive files for storage Implements the disposition of records following the retention schedule 	<ul style="list-style-type: none"> Records Inventory and Appraisal (F-RC-04) 		<ul style="list-style-type: none"> Records Officer
4		<ul style="list-style-type: none"> Records should be closed as soon as they have ceased to be of active use other than for reference purposes. Disposes records following the retention schedule. No record should be automatically destroyed; lists of records for destruction need to be approved by the relevant manager. Approves the disposal of files 	<ul style="list-style-type: none"> Request for Authority to dispose of records (F-RC-05) 	<p>Records shall not be destroyed without the approval from the NAP. Actual disposal shall be witnessed by the NAP, COA & SLSU representatives.</p>	<ul style="list-style-type: none"> Records Officer University President & NAP
					

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6. Guidelines

- 6.1 Internal forms needed by the Unit shall be designed, developed, distributed for use and/or revised subject to the document control procedure.
- 6.2 Control of records shall generally comply with the RA 9470.
- 6.3 Control of records related to the QMS shall only be applicable to records created after the approval of the Quality Management System.