



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

JAN 11 2022

MEMORANDUM CIRCULAR
NO.: 2022-001

**GUIDELINES AND PROCEDURES IN THE DISPOSAL OF
RECORDS OF PNP OFFICES/UNITS**

1. REFERENCES

- a. Sections 15 to 18, Article III of Republic Act No. 9470 otherwise known as the "National Archives of the Philippines (NAP) Act of 2007";
- b. Rule 30, Article 46, Implementing Rules and Regulations of Republic Act No. 9470;
- c. NAP General Circular No. 1 and 2 dated January 20, 2009;
- d. NAP General Records Disposition Schedule Series 2009; and
- e. NAP Form No. 3 "Request for Authority to Dispose of Records."

2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by all PNP offices/units in the disposal of records that have already reached the prescribed retention period and no longer needed by their offices/units.

3. SITUATION:

The PNP was established on January 29, 1991 and took over the voluminous records from the defunct Philippine Constabulary and Integrated National Police. These records are indispensable references and basis in the completion of our institutional activities.

Records continue to accumulate in PNP offices/units due to the daily filing of transactions, services, decisions, and other work related activities. Further, records coming from external sources either for action or information are also being added to the daily bulk of records. Moreover, the PNP records that have already served their purpose and no longer needed are still retained that cause congestion of the PNP offices/units and recordkeeping facilities since most of the PNP personnel in charge of the records are not properly guided on the authorized retention period and procedures in the disposal of their records as prescribed by the National Archives of the Philippines.

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JORGE C MENESES III
Police Major
Acting Administrative Officer, DPRM

NAP, being the primary government office to spearhead the implementation of the provisions of Republic Act No. 9470, the management and administration of public records in particular, enjoins all government offices to refrain from selling, disposing or destroying any record in its custody without the approval and secured authority from the Executive Director.

4. PURPOSE:

This PNP MC aims to:

- a. Guide all PNP offices/units in the prompt disposal of valueless records that are no longer needed by their office;
- b. Retain only the records in PNP offices/units that are indispensable in the completion of their day to day processes; and
- c. Enable PNP office spaces to be used more effectively and minimize records storage costs.

5. DEFINITION OF TERMS:

For the purpose of this MC, the following items, words or phrases shall mean or be understood as follows:

- a. **Agency Records Disposition Schedule (ARDS)** – refers to the listing of operational records series using NAP Form No. 2 (**Annex “A”**) indicating the period of time it is to remain in the PNP office area, in the storage area and proposed retention period recommended by the Records Management Improvement Committee to be approved by the Head of Office and shall be submitted to the Executive Director, NAP for further approval before implementation.
- b. **Damaged Records** – refers to records that have physically deteriorated over time due to wear and tear, natural or man-made causes, rendering them unsalvageable or undecipherable.
- c. **Facilitative Records** – refers to the administrative, management, budget, financial, accounting, human resource, personnel management, legal, procurement, supply and training records which are created, maintained or received by all PNP offices/units that have approved or prescribed retention period enumerated in the NAP General Records Disposition Schedule.
- d. **General Records Disposition Schedule (GRDS)** – refers to the list of records common to all government offices with corresponding prescribed retention period issued by the NAP (**Annex “B”**).
- e. **Financial Records** – refers to records created and maintained by concerned PNP offices/units in relation to their financial transactions and obligations.

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- f. **Head of Office** – refers to the Chiefs of the PNP Command Group, Commanders of Area Police Commands, Directors of Directorial Staff, National Support Units and Police Regional Offices.
- g. **Inventory of Records** – refers to the descriptive listing of all records undertaken by the designated Records Custodian in all PNP offices/units using the prescribed NAP Form No. 1 (**Annex "C"**) indicating their period covered, volume, location, frequency of use, duplication, time value, utility value, prescribed or proposed retention period and disposition provisions.
- h. **Letter of Availment** – refers to the letter of requesting PNP office/unit who opted to avail the services of the NAP official buyers of valueless records prepared by the RMIC Head Secretariat and signed by the Head of Office/Unit (**Annex "D"**).
- i. **Non-Record Documents** - refers to the extra or duplicate copies of documents of all PNP offices/units that are preserved only for convenience or reference and that the original copy is complete or intact.
- j. **Operational Records** – refers to records that are created in line with the unique function of the PNP office/unit that are not included in the NAP GRDS (e.g. Killed in Police Operation Files, PNP-HPG Motor Vehicle Clearance Certificate, PNP FG Chemistry Report, and Firearms License Application Form).
- k. **Records** – refers to any information in written form on a document which are created, received and maintained by all PNP offices/units utilized for the initiation, conduct or completion of the institutional or individual activities.
- l. **Records Custodian** – refers to Police Non-Commissioned Officer with a minimum rank of Police Master Sergeant or Non-Uniformed Personnel with at least Salary Grade 8 covered with appropriate orders who shall be responsible for the safekeeping, maintenance, retrieval and disposal of all records.
- m. **Records Disposal** – refers to the act of removing valueless records from existing PNP office/unit files or storage areas and getting rid of them by selling, by burying in a landfill, by shredding before sale or any other means prescribed by existing laws, rules and regulations.
- n. **Records Officer** – refers to Police Commissioned Officer with a minimum rank of Police Lieutenant or NUP with at least Salary Grade 10 covered with appropriate orders who shall be responsible for overseeing the records management program and recordkeeping.
- o. **Records Series** – refers to the group of records maintained by all PNP offices/units arranged according to a filing system or kept together as they are related to a particular subject or function. It is a convenient

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way of grouping file units or documents to permit their management as a group.

- p. **Retention Period** – refers to the specific period of time established and approved by the NAP as the life span of PNP records which may be permanent or temporary.
- q. **Valueless Records** – refers to the records that met their retention period and that they have already served their purpose and no longer needed by the PNP offices/units and to include those damaged records.

6. GUIDELINES:

a. General Guidelines:

- 1) All PNP offices/units shall establish their respective Records Management Improvement Committee (RMIC) that will be responsible for the systematic records management program in all phases of Records Management, i.e. creation, maintenance and disposition. Said committee shall be composed of the following:

Designation	CG, D-Staff, and P-Staff	PROs	NSUs
Chairman	Senior Executive Assistant, Secretary to the Directorial Staff, Executive Officer, and Deputy Director/Assistant Chief of P-Staff	DRDA	DDA
Vice Chairman	Administrative Officer	C, RPRMD	C, ARMD
Members	All Division Chiefs		
Head Secretariat	Records Officer	C, Personnel and Administrative Records Management Section	C, Personnel and Records Section

- 2) A Sub-Committee shall also be created composed of Assistant Division Chiefs, Section Chiefs, designated Division/Section Records Officers and Custodians who shall be responsible for the regular inventory, initial study and appraisal of the records found in their respective offices and recommend how these records will be disposed including the tentative date of disposal to their respective RMIC. Likewise, same sub-committees shall also be established in Police Districts, Police Provincial/City Offices, City Municipal Police Stations, NSU Police Regional Units/Services and Provincial Field Units/Teams;

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- 3) The disposal of records in all PNP offices/units shall be in accordance with the provisions of Republic Act No. 9470 and its Implementing Rules and Regulations, NAP General Circular No. 2 and this PNP MC;
- 4) All PNP offices/units, shall designate their Records Officer and Custodian who possess security clearance and have acquired Records Management related trainings or seminar preferably conducted by NAP;
- 5) Records Officers and Custodians in all PNP offices/units who have acquired Records Management trainings/seminars shall conduct echo lectures to their counterparts in the lower offices/units;
- 6) In case of relief or reassignment of the Records Custodian, proper turn over of records shall be undertaken;
- 7) All PNP offices/units are encouraged to digitize all their records to protect the data against all forms of disasters;
- 8) All PNP offices/units shall update inventory of their records every fourth week of the month using NAP Form No. 1 to serve as guide in the determination of records due for disposal;
- 9) Disposal of PNP records shall be done annually or semi-annually depending on the needs and existing facilities of an office/unit;
- 10) All PNP offices/units shall turn over all records due for disposal to their respective RMIC Head Secretariat every first week of the months of May and November;
- 11) All facilitative records of the PNP shall not be disposed of without written approval of the Executive Director, NAP. In PNP offices/units creating and maintaining operational/substantive records that are not included in the NAP GRDS or no approved retention period, the RMIC shall appraise the said records and create their ARDS to be approved by the Head of Office and submit the same to the Executive Director, NAP for further approval before implementation;
- 12) All PNP offices/units shall not dispose of their records earlier than the prescribed retention period. However, records may be retained for longer period if there is a need to do so;
- 13) Non-record documents of all PNP offices/units can be disposed earlier than their authorized retention period provided that the original copy is intact. The specific office where the said original copy is maintained shall be indicated in the request for authority to dispose records;

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- 14) PNP records that are involved in administrative and judicial cases, even if these records have attained their retention period shall not be disposed of until their status are finally decided upon or settled;
- 15) PNP financial records that are subject for audit by the Commission on Audit (COA), even if they have reached their retention period, shall not be disposed of unless post audited and finally settled; and
- 16) In case other government agencies, individual or private agencies will request PNP records which turned out to have been disposed, a copy of Certificate of Disposal of Records from NAP shall be issued.

b. Specific Guidelines:

- 1) The disposal of records in the Police Regional Offices shall be centralized. The District, City/Provincial Police Offices and City/Municipal Police Stations shall turn over their records due for disposal to the RMIC Head Secretariat for consolidation so that request for records disposal will only be initiated by the RMIC;
- 2) The disposal of records in the National Support Units shall also be centralized. The Provincial Field Units/Teams and Regional Units/Services shall turn over their records due for disposal to the RMIC Head Secretariat at their National Headquarters for consolidation;
- 3) The RMIC Head Secretariat shall coordinate with their Chief, Logistics Division/Logistics Officer/RSPNCO for the allocation of storage area to house the consolidated records due for disposal until their actual disposal;
- 4) In case the RMIC had chosen the mode of disposal is by sale, the guidelines on Government Procurement shall be followed in the selection of contracted buyer in coordination with the NHQ, NSU or PRO Bids and Awards Committee (BAC). The copy of the contract shall be submitted to NAP prior to the actual disposal. For PNP offices/units that opt to avail the services of NAP official buyer, a letter of availment shall be submitted to NAP; and
- 5) Further, if the RMIC had chosen burying in a landfill as the mode of disposal, it shall be done in a PNP owned lot. The valueless records shall be buried in a pit with a depth of two to five meters and the width will depend on the volume of the records. The pit shall be permanently sealed with 10 centimeters thick of cement before it will be finally covered with at least 50 centimeters thick of soil (**Annex "E"**).

c. Responsibilities:

1) **Directors of D-Staff, NSUs and PROs**

- a) Supervise the implementation of this MC in their respective offices/units;

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- b) Approve and sign the letter request to dispose records;
 - c) Approve the Agency Records Disposition Schedule before transmittal to the Executive Director, NAP; and
 - d) Perform other task as directed.
- 2) **NHQ, NSU and PRO RMIC and Sub-Committees**
- a) Responsible for the implementation of this MC in their respective offices/units;
 - b) Establish records management system in their respective offices/units that will conform to their work flow or processes;
 - c) Create their respective Agency Records Disposition Schedule particularly those operational records of their offices/units that have no NAP approved retention period;
 - d) Coordinate with the NHQ, NSU or PRO BAC in case their mode of disposal is by sale to their contracted buyer;
 - e) The RMIC Head Secretariat shall coordinate to their Chief, Logistics Division/Logistics Officer/RSPNCO for the availability of vehicles to be used in hauling the records due for disposal from their lower units;
 - f) The RMIC Head Secretariat shall consolidate the accomplished NAP Form No. 3 and receive all records due for disposal that are being turned over by their lower units and be responsible for their safekeeping until the actual disposal;
 - g) The RMIC Head Secretariat shall be responsible in transmitting request of authority to dispose of records to the NAP;
 - h) The RMIC Head Secretariat shall coordinate with the NAP for the conduct of records management trainings/seminar to all personnel in their respective offices/units;
 - i) The RMIC Sub-Committees shall conduct assessment or appraisal on their operational records and recommend to the RMIC their proposed retention period; and
 - j) Perform other tasks as directed.
- 3) **NHQ, NSU and PRO BAC**
- a) Responsible in the bidding process in case their RMIC had chosen sale as the mode of disposal and opted to avail the services of their contracted buyer; and
 - b) Perform other tasks as directed.

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- 4) **C, RPRMD/ARMD and Administrative Officers**
 - a) Issue orders to compose the RMIC, Sub-Committee, Records Officer and Custodian;
 - b) Issue orders to PNP personnel who will complement the manpower needed in the disposal of their records; and
 - c) Perform other tasks as directed.
- 5) **Designated Records Officers and Custodians**
 - a) The Records Officer shall assume full responsibility in overseeing the management of recordkeeping;
 - b) The Records Custodian shall be responsible for the safekeeping, maintenance and control of all records. They shall conduct regular inventory of their records;
 - c) The Records Custodian shall be responsible in the determination of valueless records of their respective offices/units;
 - d) They shall turn over records due for disposal and the accomplished NAP Form No. 3 to the RMIC Head Secretariat; and
 - e) Perform other tasks as directed.
- 6) **Chief, Budget and Fiscal Office/Section and Chief, Comptroller Division**
 - a) Provide financial support for records management activities; and
 - b) Perform other tasks as directed.
- 7) **Chief, Logistics Division, Logistics Officer and RSPNCO**
 - a) Provide storage area of consolidated records due for disposal;
 - b) Provide vehicles and other logistical support for the hauling of records due for disposal from the lower units; and
 - c) Perform other task as directed.

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7. PROCEDURES:

- a. Conduct Inventory of Records

The designated Records Custodians of all PNP offices/units supervised by their Records Officer shall conduct inventory of their record with the following guides:

- 1) Identify all records by title or series and determine the earliest and latest period covered;

- 2) Identify the location of all records including those that are not properly placed in the designated filing equipment such as those located under stairways, storage rooms and container vans, etc;
 - 3) Approximate the volume of each record series by cubic meter; and
 - 4) Fill-up the Records Inventory and Appraisal Form (NAP Form No.1).
- b. Determination of Records Due for Disposal
- 1) Based on the Inventory of Records, NAP GRDS, and approved ARDS, the designated Records Custodian shall identify all records that met their retention period and are no longer needed by their office/unit; and
 - 2) The Records Custodian shall list down all the records identified due for disposal in NAP Form No. 3 in three copies. The updated contact number of the office/unit or Records Custodian shall be indicated in the said form. It shall also be certified by the Records Officer that said records are no longer needed and not involved nor connected in any administrative or judicial cases (**Annex "F"**).
- c. Consolidation of Accomplished NAP Form No. 3
- 1) The RMIC shall direct all offices/units in their respective area of responsibility to submit the accomplished NAP Form No. 3;
 - 2) The designated Records Custodian, thru proper channel, shall transmit the accomplished NAP Form No. 3 and the supporting documents to their respective RMIC Head Secretariat for consolidation; and
 - 3) For damaged PNP records, the following copies of supporting documents shall be included:
 - a) Official report pertaining to the non-usability and extent of damage done to the records;
 - b) Causes of the damage of the records; and
 - c) Photo documentation and information on what other agency records series the data or information of the damaged records can be found.
- d. Submission of Request for Authority to Dispose of Records
- 1) The consolidated accomplished NAP Forms No. 3 together with the supporting documents and transmittal letter signed by the Head of Office shall be forwarded by the RMIC Head Secretariat to the Office of the Executive Director, NAP for evaluation and approval thru the following offices:

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Acting, Administrative Officer, DPRM

Office/Unit	NAP Head of Offices
NHQ, NSUs, PROs 1,2,3, 4A, 4B, 5 and NCRPO	Chief, Records Management Services Division (RMSD)
PROs 6, 7 and 8	Head of Cebu Regional Archival Network (RAN)
PROs 9, 10, 11, 12, BAR and CARAGA	Head of Davao Regional Archival Network (RAN)

- 2) The mode of disposal as determined by the RMIC shall be manifested in the transmittal letter; and
 - 3) At this stage, Records Analyst from NAP will conduct interview/queries thru telephone call to the Records Custodian who prepared/accomplished the NAP Form No. 3.
- e. Turn over and Consolidation of records due for disposal
- 1) Upon receipt of the notification of approval of authority to dispose records from the NAP, the RMIC shall direct all offices/units within their area of responsibility to turn over all the records requested for disposal. The accomplished NAP Form No. 3 shall serve as the file or receiving copy of turned over records:

a) For NHQ

Records Custodian of all Divisions/Offices shall turn over their records due for disposal to the Head Secretariat, RMIC for consolidation.

b) For NSUs

Records Custodian of Provincial Field Offices/Teams shall turn over their records due for disposal to the designated Records Custodian of the Regional Units/Services and the latter shall turn over all the consolidated records due for disposal to their RMIC Head Secretariat.

c) For PROs

Records Custodian of Police Precincts and City/Municipal Police Station shall turn-over their records due for disposal to the designated Records Custodian of the Police District or Police Provincial Office. The latter shall consolidate all the records and turn-over them to their RMIC Head Secretariat.

- 2) The NSU and PRO RMICs in coordination with their Chief, Logistics Division/Logistics Officer/RSPNCO shall arrange the schedule of hauling of the records due for disposal from their lower offices/units.

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Acting Administrative Officer, DPRM

- f. Notification of NAP and COA on the date of actual disposal
- 1) After consolidation of all records due for disposal, the RMIC Head Secretariat shall prepare letter to be signed by the Head of Office notifying the NAP and COA on the final date of actual disposal which shall not be less than 30 days from the date of the notification (**Annex "G"**); and
 - 2) If the disposal is thru sale, a copy of contract with the buyer or the letter of availment of the NAP official buyer shall be attached on the notification.

g. Actual Disposal

The actual disposal shall be witnessed by the authorized representatives from NAP and COA who shall conduct random checking to ensure that the records to be disposed are the same records that were authorized for disposal.

h. Issuance of Certificate of Disposal

The RMIC Head Secretariat shall receive the Certificate of Records Disposal issued by the representative from NAP. He/she shall also furnish copies thereof to all Records Custodian who turned-over records that were disposed for future reference.

i. Proceeds of Sale

If the disposal is by sale, all proceeds realized shall be remitted to the Trust Fund of the PNP. Photocopies of receipts shall be furnished to NAP and COA.

8. REPEALING CLAUSE:

All issuances and memoranda, rules and regulations issued by the PNP which are not consistent herewith are hereby rescinded and/or modified accordingly.

9. SEPARABILITY CLAUSE:

If any portion or provision of this Circular is declared void and unconstitutional, the remaining portion or provisions thereof shall not be affected by such declaration.

10. PENAL CLAUSE:

Any violation of this MC shall be a ground for administrative charge pursuant to NAPOLCOM Memorandum Circular No. 2016-002 or the 2017 Rules on Administrative Cases in the Civil Service (RACCS) and shall be the basis for filing of criminal case in relation to Republic Act No. 9470 otherwise known as the "National Archives of the Philippines Act of 2007".


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Acting, Administrative Officer, DPRM

11. EFFECTIVITY:

This MC shall take effect 15 days from the filing of a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII and Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987," as amended.




DIONARDO B CARLOS
Police General
Chief, PNP



CPNP Ltrs 21 S087841



S087841

Distribution:

Command Group
IG, IAS
Commanders, APC
D-Staff
P-Staff
D, NSUs
RD, PROs
SPA to the SILG

Annexes:

Agency Records Disposition Schedule (ARDS)	- "A"
General Records Disposition Schedule (GRDS)	- "B"
Inventory of Records (NAP Form No. 1)	- "C"
Letter of Availment	- "D"
Landfill Specification	- "E"
Request for Authority to Dispose of Records (NAP Form No. 1) and Transmittal Letter	- "F"
Notification Letter to NAP and COA	- "G"

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Acting, Administrative Officer, DPRM

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapan na Pilipinas</i>		1. AGENCY NAME: PNP DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT			
RECORDS DISPOSITION SCHEDULE		2. ADDRESS: Camp BGen Rafael T Crame, Quezon City			
3. SCHEDULE NO. 1		4. DATE PREPARED: September 6, 2021			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
ADMINISTRATIVE OFFICE					
1	Courtesy Call Files Affidavit of Undertaking Courtesy Call Slip PNP Personal Data Sheet	1 year		1 year	After issuance of Office Order
2	Daily Activity Report	1 year		1 year	
3	Daily Journal	1 year		1 year	
4	Duty Detail	1 year		1 year	
BUDGET AND FISCAL DIVISION					
5	Combat Duty and Incentives Pay Files After Operation/Justification Report List of Qualified PNP Personnel Request for Grant Validation Report	1 year		1 year	After validated
DISCIPLINE, LAW AND ORDER DIVISION					
6	Certification Certificate of Non-Pending Case Certificate of Finality	1 year	Permanent	1 year	
7	Proof of Service of Decision and Resolution		Permanent		
MORALE AND WELFARE DIVISION					
8	Killed in Police Operation Files Resolution/Minutes of Meeting Spot/Special/Investigation/After Operation Report Supporting Documents	2 years		2 years	After granted. Resolution and Minutes of Meeting are permanent
9	Minor Awards Files Application and Supporting Documents Board Resolution National Police Commission Resolution	3 years		3 years	After issuance of orders. Resolutions and Minutes of Meeting are permanent

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agen instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in custody or under its control except with the prior written authority of the executive director."

ANNEX "A"

5. ITEM No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
10	PNP Comprehensive Educational Assistance Program Files Application and Supporting Documents Resolution/Minutes of Meeting	2 years		2 years	After graduation or terminated. Resolution and Minutes of Meeting are permanent
11	Police Service Anniversary Files Resolution/Minutes of Meeting Supporting Documents	2 years		2 years	After awarded. Resolutions and Minutes of Meeting are permanent.
12	Special Promotion and Higher Awards Files Application and Supporting Documents Board Resolution/Minutes	5 years		5 years	After retirement. Resolution and Minutes of Meeting are permanent
13	Wounded in Police Operation Files Resolution Spot/Special/Investigation/After Operation Report Supporting Documents	2 years		2 years	After granted. Resolution is permanent
NON UNIFORMED PERSONNEL AFFAIRS DIVISION					
14	Roster of Personnel	1 year		1 year	After incorporated in the plantilla
POLICE COMMISSIONED OFFICER DIVISION					
15	Fortnightly Report	1 year		1 year	After Updated
16	Senior Officers Placement and Promotion Board Meeting and Deliberation Files Board Agenda Minutes of Meeting Notices Placement Resolutions Promotion Resolutions		Permanent		Notices be disposed after 1 year
17	Third Level Placement and Promotion Files Application Forms and Supporting Documents Competency Evaluation and Worksheet Minutes of Meeting	5 years		5 years	After issuance of orders. Worksheets and Minutes of Meeting are permanent

ANNEX "A"

5. ITEM No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
POLICE NON-COMMISSIONED OFFICER DIVISION					
18	Second Level Uniformed Personnel Promotion Files Application folders/supporting documents Board and Committee Resolutions Worksheet	3 years		3 years	After issuance of promotion orders. Resolution and Worksheet are permanent
PERSONNEL, POLICIES AND PLANS DIVISION					
19	Foreign Travel Files Board and Committee Resolutions Supporting Documents	1 year		1 year	Upon return to duty. Resolution is permanent.
20	Performance Governance System Files Functional Scorecard Unit Scorecard Division Scorecard Individual Scorecard Strategic Review Reports Accomplishment Reports Action Photos After Activity Reports Attendance Sheets Minutes of Meeting Strategic Review Matrices Working Organizational Structure Action Plans Calendar of Activities Minutes of Meeting Training Reports TWG Composition	5 years	5 years	10 years	After Completed/Audited. Minutes of Meeting is permanent
21	Monthly Report on Police to Population Ratio Reports	1 year		1 year	
22	Restructuring of PNP Offices/ Units Files			Permanent	
23	Statement of Asset, Liabilities and Net Worth NHQ Second Level List of Filers PNP Wide Third Level List of	5 years		5 years	


ANNEX "A"

5. ITEM No.	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
RECORDS MANAGEMENT DIVISION					
24	Certificate of Declared Legal Legal Beneficiaries	1 year		1 year	After retirement/separation
25	Correction of Birth Records Files Supporting Documents Committee and Board Resolutions	2 years		2 years	After corrected
26	Monthly Personnel Accounting Report	1 year		1 year	After validated.
27	Monthly Recurring Report Key Post Rank Profile Roster of Troops Station List Territorial Strength	1 year		1 year	After validated.
28	Salary Affecting Reports	3 years		3 years	After implementation and reflected in the Service Records.

9. Prepared by:


BRIAN O JAIME
Police Major
Records Officer

11. Recommending Approval:



CONSTANCIO T CHINAYOG, JR
Police Brigadier General
Executive Officer

10. Assisted by:

WENDY O. HERNANDEZ
Records Management Analyst II

TERENCE MICHAEL A. TABLIZO
Supervising Records Management Analyst

12. Approved:


ROLANDO J HINANAY
Police Major General
Director

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

is being returned for improvement / correction

is being recommended for approval

ELIZABETH B. EJE
Chief, RMSD

Date

APPROVED:

VICTORINO MAPA MANALO, CESE
Executive Director

Date

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

GENERAL RECORDS DISPOSITION SCHEDULE
common to all Government Agencies
Series 2009

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
	<u>ADMINISTRATIVE and MANAGEMENT RECORDS</u>	
1	Acknowledgment Receipts	To be filed with appropriate records series
2	Brochures/Leaflets/Phamplets (About or by the agency)	1 year provided 1 copy is retained for reference
3	Calendars/Schedules of Activities or Events	1 year
4	Certificates of Appearance/Clearances	1 year
5	Certifications	1 year
6	Charts Functional Organizational	PERMANENT
7	Correspondences Non-routine Routine	To be filed with appropriate records series 2 years after acted upon
8	Delivery Receipts	2 years
9	Directories of Employees/Officials	2 years after superseded
10	Feasibility Studies	PERMANENT if implemented, otherwise dispose after 5 years from date of record
11	Gate Passes	6 months
12	Inquiries	2 years after acted upon
13	Issuances Issued by or for the head of agency documenting policies/functions/ programs of the agency Issued by or for the head of agency reflecting routinary information or instruction	PERMANENT 2 years after superseded
14	Lists Associations Committees Cooperatives	1 year after updated

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION .	AUTHORIZED RETENTION PERIOD
cont. 14	Lists Donors Mailing Transmittal Others	1 year after updated To be filed with appropriate records series
15	Logbooks Incoming/Outgoing Correspondences Visitors Ordinary VIP Others	2 years after date of last entry 2 years after date of last entry PERMANENT 2 years after date of last entry
16	Manuals	PERMANENT
17	Meetings/Proceedings Files Agenda Minutes Board/Executive Committee Staff Notices	1 year PERMANENT 1 year 1 year
18	Official Gazettes	PERMANENT
19	Permits	1 year after renewed/expired
20	Plans Action/Work Others	3 years after implemented PERMANENT if implemented, otherwise dispose 5 years from date of record
21	Press Releases (About or by the agency)	PERMANENT
22	Programs Work Others	3 years PERMANENT if implemented, otherwise dispose 5 years from date of record
23	Proposals	PERMANENT if implemented, otherwise dispose 5 years from date of record
24	Publications (Record Set)	PERMANENT
25	Reorganization Records	PERMANENT
26	Reports Annual/Special Others	PERMANENT 2 years after incorporated in the Annual Report

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
27	Requests	2 years after acted upon
28	Slips Locator Permission Routing	1 year
29	Speeches (Record Set)	PERMANENT
30	Standard Operating Procedures (SOP)	PERMANENT
31	Telegrams	1 year after acted upon
32	Trip Tickets	1 year
<u>BUDGET RECORDS</u>		
33	Allotment Files Advices of Allotment (AA) Agency Budget Matrixes Allotment Release Orders General (GARO) Special (SARO) Obligation Request/Slips (ALOBS) Plan of Work and Requests for Allotment Registries of Allotment & Obligations (RAO) Capital Outlay (RAOCO) Financial Expenses (RAOFE) Maintenance & Other Operating Expenses (RAOMO) Personal Services (RAOPS) Requests for Obligation of Allotment (ROA) Statements of Allotment, Obligations & Balances (SAOB) Statements of Appropriations, Allotment & Advice (SAAA)	3 years 3 years 3 years 3 years 3 years 10 years 3 years 3 years 3 years
34	Annual Budgets	3 years
35	Budget Estimates Including Analysis Sheets and Estimates of Income	3 years
36	Budget Expenditures Programs Sources of Financing	5 years
37	Budget Issuances (Those used as authority for agency transactions)	10 years
38	Budget Sheet Analysis	3 years

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
39	Budgetary Ceilings	3 years
40	Cash Allocation Ceilings/Notices of Cash Allocation	3 years
41	Certifications of Funds Availability	1 year
42	General Appropriations Acts	3 years
43	Organizational Performance Indicator Framework (OPIF)	Permanent
44	Physical Reports of Operations	3 years
45	Special/Supplemental Budgets	3 years
46	Work and Financial Plans	3 years
<u>FINANCIAL AND ACCOUNTING RECORDS</u>		
47	Abstracts Daily Collections Deposits and Trust Funds General Collections Sub-Vouchers	5 years 5 years 5 years 2 years
48	Advices Checks Issued & Cancelled Remittance	4 years 10 years
49	Annual Statements of Accounts Payable	PERMANENT
50	Auditor's Contract Cards	3 years
51	Authorities for Allowances	2 years after terminated
52	Authorizations Overtime Purchase of Equipment/Property Transfer of Fund Travel Others	1 year after expired
53	Bank Slips Deposits Remittances	10 years
54	Bills	10 years after settled

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
55	Bonding Files Action Applications/Requests Fidelity/Surety Bond Indemnity for Issue of Due Warrant	3 years 3 years 5 years after expired/terminated 3 years
56	Books of Final Entry General Ledgers Subsidiary Ledgers	PERMANENT
57	Books of Original Entry Cash Disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals of Analysis of Obligation Journals of Bill Rendered Journals of Check Issued Journals of Collection and Deposit Journals of Disbursement by Disbursing Officer	PERMANENT
58	Cash Flow Charts	PERMANENT
59	Certificates Settlement and Balances Shortages	10 years provided post-audited, finally settled and not involved in any case 10 years after settled
60	Claims Insurance Health Benefits Hospital	10 years after settled
61	Checks and Check Stubs	10 years provided post-audited, finally settled and not involved in any case
62	Daily Cash Flow	3 years
63	Daily Statement of Collections	5 years
64	Expense Ledgers	PERMANENT
65	Financial Statements Balance Sheets Income Statements Statements of Cash Flows (Annual) Statements of Operation	PERMANENT

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
66	Indices of Payments Creditors Employees Sundry Payments by Checks/Warrants	5 years 15 years after retired/separated PERMANENT
67	Journal Entry Vouchers	12 years provided post-audited, finally settled and not involved in any case
68	Lists of Remittances Loans Premiums	PERMANENT
69	Logbooks of General Funds	3 years after date of last entry
70	Monthly Settlements of Monthly Subsidiary Ledger Balance	2 years
71	Notices Disallowances Suspensions	3 years after settled
72	Official Cash Books	PERMANENT
73	Official Cash Books for Bank Cash Book	PERMANENT
74	Official Receipts	10 years provided post-audited, finally settled and not involved in any case
75	Orders of Payment	10 years
76	Payrolls	10 years provided post-audited, finally settled and not involved in any case
77	Payroll Payment Slips/Pay Slips	10 years
78	Quarterly Statements of Charges to Accounts Payable	10 years
79	Registry Books of Checks Released	PERMANENT
80	Registers Checks/Warrants Checks/Warrants Control	PERMANENT
81	Reliefs from Accountability Decisions Requests	10 years provided a copy is filed with 201 files
82	Reports Accountabilities for Accountable Forms Cash Disbursements Cash Examinations	3 years after cash had been examined 10 years 3 years provided post-audited, finally settled and not involved in any case

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
cont. 82	Reports Collecting & Disbursing Officers Checks Issued & Cancelled Collections & Deposits Disbursements Daily Cash Reports Liquidations Monthly Income Overdrafts and Misuse of Trust Funds Petty Cash Replenishments	10 years provided post-audited, finally settled and not involved in any case 3 years 10 years 10 years 5 years after case had been settled or terminated 10 years provided post-audited, finally settled and not involved in any case
83	Schedules of Accounts Receivables	3 years
84	Statements Accounts Current Payable Receivable Common Funds Financial Conditions Profits and Losses Reconciliations	3 years 10 years PERMANENT 10 years 10 years PERMANENT 10 years
85	Summaries of Unliquidated Obligations and Accounts Payable	10 years
86	Sundry Payments	10 years
87	Treasury Checking Accounts of Agency (TCAA)	10 years
88	Treasury Drafts	10 years
89	Treasury Warrants	10 years provided post-audited, finally settled and not involved in any case
90	Trial Balances and Supporting Schedules Cumulative Results of Operations-Unappropriated Final Annual Trial Balances Accounting's Copy Auditor's Copy Regional Office Copy Monthly/Quarterly Trial Balances Preliminary Trial Balances Accounting's Copy Auditor's Copy Regional Office's Copy	PERMANENT 10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published 2 years after consolidated in the Annual Financial Report 10 years after Annual Financial Report had been published PERMANENT 10 years after Annual Financial Report had been published

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
91	Vouchers, including Bills, Invoices & Other Supporting Documents Disbursements Journals Petty Cash Reimbursement Expense Receipts Travelling Expenses	10 years provided post-audited, finally settled and not involved in any case for COA & Accounting Office/Department/Division/Section/Unit. All other copies dispose after 1 year.
92	Withholding Tax Certificates	4 years after superseded
	<u>HUMAN RESOURCE/PERSONNEL MANAGEMENT RECORDS</u>	
93	Annual Summary Reports for Replacement Program for Non-Eligibles	5 years
94	Applications Employment Leave of Absence and Supporting Documents Relief of Accountability Retirement/Resignation	1 year 1 year after recorded in the leave cards 5 years after separated/retired 1 year
95	Attendance Monitoring Sheets	1 year
96	Authorities/Requests to Create or Fill Vacant Positions	2 years after vacant positions had been filled up
97	Certifications Employment Residency Service Others	1 year
98	Comparative Data Matrix of Employees	2 years
99	Daily Time Records	1 year after data had been posted in leave cards and post-audited
100	Employee Interview Records	1 year
101	Handwriting Specimens/Signature	PERMANENT
102	Job Order Employment Contracts	5 years after terminated
103	Leave Credit Cards	15 years after separated/retired
104	Lists of Eligibles/Non-Eligibles	1 year after updated
105	Logbooks Arrival & Departure of Employees Attendance Clearances Issued	2 years after date of last entry 1 year provided leave and undertimes are posted in the leave card 2 years after date of last entry

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
106	Medical Certificates in Support of Absence on Account of Illness/Maternity	3 years after absences had been recorded in leave cards
107	Membership Files GSIS Pag-ibig PhilHealth	15 years after separated/retired
108	Merit Promotion Plans	1 year after superseded
109	Performance Files Appraisal Evaluation Rating Cards Target Worksheets	1 year 1 year 5 years 1 year
110	Permissions to Engage in Business/Private Practice/Teach	2 years after expired
111	Personal Data Sheets (Curriculum Vitae/Resume)	1 year after superseded
112	Personnel Folders (201 Files) Appointments Acceptance of Resignation Approval of Retirement Awards Benefit/Gratuity Certificates Eligibility Rural Service Training/Seminar Attended Change of Marital Status/Name Clearance (latest) Designations/Details Oaths of Office Personal Data Sheet (latest) Position Descriptions Reinstatements Service Records (updated) Statements of Duties and Responsibilities	15 years after separated/retired
113	Plaintiff of Personnel	PERMANENT while other copies dispose after 3 years
114	Position Allocation Lists	3 years
115	Position Classifications and Pay Plans	5 years after superseded
116	Recommendations/Referrals	1 year after acted upon

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
117	Reports Examinations Personnel Actions	2 years PERMANENT
118	Requests Accumulated Leave Credits Approval on Promotions Bonding Officials/Employees Changes of Status Reinstatements Transfers	1 year after acted upon/cleared
119	Salary Standardization Records	5 years after superseded
120	Staffing Patterns	PERMANENT
121	Service Cards	PERMANENT
122	Statements of Assets and Liabilities	10 years
<u>LEGAL RECORDS</u>		
123	Administrative Cases	7 years after finally settled except Decisions which are Permanent
124	Affidavits	1 year after purpose had been served
125	Articles of Incorporation/By-Laws	PERMANENT
126	Complaints/Protests	5 years after settled
127	Contracts	5 years after renewed/terminated and/or finally settled
128	Decisions	PERMANENT
129	Deeds Donation Sale	PERMANENT
130	Legal Opinions	PERMANENT
131	Memoranda of Agreement/Understanding	PERMANENT
132	Petitions	5 years after settled
133	Resolutions	PERMANENT
134	Special Powers of Attorney	1 year after purpose had been served

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
135	Subpoenas Ad Testificandum Duces Tecum	3 years or to be filed with appropriate case
<u>PROCUREMENT AND SUPPLY RECORDS</u>		
136	Acknowledgment Receipts for Equipment (ARE)/ Memorandum Receipts of Equipment (MRE), Semi-Expendable and Non-Expendable Properties	1 year after equipment had been returned
137	Annual Procurements Plans Programs	3 years
138	Bids and Awards Committee Files Abstracts Invitations Minutes Pre/Post Qualifications Publications Resolutions	5 years after contract of winner had been terminated/settled, others dispose after 1 year
139	Bills of Lading	2 years after delivery had been accepted
140	Bin Cards/Stock Cards on Supplies	3 years after date of last entry
141	Canvass of Prices	10 years if attached to vouchers, otherwise, dispose after 2 years
142	Equipment Ledger Cards	2 years after equipment had been disposed
143	Inventory and Inspection Reports of Unserviceable Properties	1 year after property had been disposed
144	Inventories of Equipment/Supplies	1 year after updated
145	Inventory Tag Cards	1 year after updated
146	Invoices / Receipts Accountable Forms Properties/Transfer of Properties	3 years after issuance of clearance had been terminated/after property had been returned
147	Invoices of Delivery on Supply Open-End Order Contracts	5 years
148	Job Orders	1 year
149	Lists of Supplies Under Supply Open-End	5 years
150	Monthly Reports of Supplies and Materials Issued	1 year

ITEM NUMBER	RECORDS SERIES TITLE AND DESCRIPTION	AUTHORIZED RETENTION PERIOD
151	Property Cards	PERMANENT
152	Purchase Orders	4 years
153	Purchase Requests	1 year
154	Queries on Prices of Articles, Additional Funds to Meet Quotations	1 year
155	Reports of Waste Materials	2 years
156	Requisition and Issue Slips/Requisition Issue Vouchers	1 year or file with appropriate records series
157	Shipping and Packing Lists on Items Purchased	1 year
158	Suppliers Identification Certificates with Procurement	2 years after renewed
159	Supplies Adjustment Sheets	1 year after post-audited
160	Supplies Availability Inquiries	1 year
161	Supplies Ledger Cards	5 years
162	Supplies Purchase Journals	5 years
	<u>TRAINING RECORDS</u>	
163	Calendars	1 year after superseded
164	Course Designs/Outlines/Syllabi	1 year after superseded
165	Masterlists Participants Seminars Conducted/Coordinated	PERMANENT
166	Resource Speaker Profiles	1 year after superseded
167	Schedules of Training/Seminar	1 year after superseded
168	Survey Evaluation Questionnaires	1 year after data had been evaluated
169	Training Handouts	1 year after superseded
170	Training Programs/Plans	3 years after superseded
171	Training Reports	2 years
172	Workshop Results	1 year

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>	AGENCY PHILIPPINE NATIONAL POLICE		DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT										ORGANIZATIONAL UNIT RECORDS MANAGEMENT DIVISION		TELEPHONE NUMBER 6976
	ADDRESS LAGMAN ST., RMD BLDG. CAMP CRAME, QUEZON CITY		PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T/P	UTILITY VALUE Adm/F/L/Arc	RETENTION PERIOD		DISPOSITION PROVISION	DATE PREPARED September 14, 2021		
	RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED								VOLUME IN CUBIC METER	LOCATION OF RECORDS			FREQUENCY OF USE	DUPLICATION
1. Police Personnel Files/201 Files			1991 - present	41.118	Storage Sec	ANA	Concerned Units	T	Adm			5	10		
2. Statement of Assets, Liabilities and Networth	2008-2020	8.021	Storage Sec	ANA	Concerned Units	T	Adm	3 yrs	7 yrs	10 years					
3. Issuances															
Non-Routine (General and Special Orders)	1961 - present	9.4	Storage Sec	ANA	Concerned Units	P	Adm								
routine (Awards and Letter Orders)	1991-present	2.4	Storage Sec	ANA	Concerned Units	T	Adm	2 years		2 years	After superseded				
4. Communications (Routine)	2016 - present	0.896	Admin Sec	ANA	Concerned Units	T	Adm	2 years		2 years	After acted upon				
5. Administrative Case Records	1991-2007	7.944	Off-site storage	Rarely	LS, IAS, DIDM	T	Adm/Legal	2 years	5 years	7 years	After implementation. Decision or Resolution is permanent				
6. Requests															
Updating of Service Records	2009-2016	2.02	Storage Sec	Rarely	Concerned Units	T	Adm	2 years		2 years	After acted upon				
Updating of Legal Beneficiaries	2007 - present	5.296	Storage Sec	Rarely	Concerned Units	T	Adm	2 years		2 years	After acted upon				
7. Certificate of Declared Legal Beneficiaries	2019 - present	0.098	Storage Sec	Rarely	Concerned Units	T	Adm	1 year		1 year	After Retirement/Separated				
8. Correction of Birth Records Files	2009 - present	1.986	Storage Sec	ANA	Concerned Units	T	Adm	2 years		2 years	After corrected. Resolution is permanent				
Supporting documents															
Resolutions															
9. Salary Affecting Reports	2008 - 2019	2.12	Storage Sec	ANA	Concerned Units	T	Adm	3 years		3 years	After implementation and reflected in the Service Record				
10. Monthly Personnel Accounting Report	2020 - present	0.53	Storage Sec	Rarely	PROs/NSUs	T	Adm	1 year		1 year	After validated				
11. Monthly Recurring Reports	2020 - present	0.553	Storage Sec	Rarely	PROs/NSUs	T	Adm	1 year		1 year	After Validated				

TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal

PREPARED BY: ANA - As Need Arises

APPROVED BY:

PCpl Abner A Antonio
 Records Custodian

PMAJ BRIAN C JAIME
 Records Officer

PCOL JESS B MENDEZ
 Chief, Records Management Division



Republic of the Philippines
 NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
 Camp BGen Rafael T Crame, Quezon City



September 30, 2021

VICTORINO M. MANALO

Executive Director
 National Archives of the Philippines
 PPL Building, 1000, UN Avenue,
 Corner San Marcelino Street, Manila

Attn: Elizabeth B. Eje
 Chief, Records Management Services Division

Dear Executive Director Manalo:

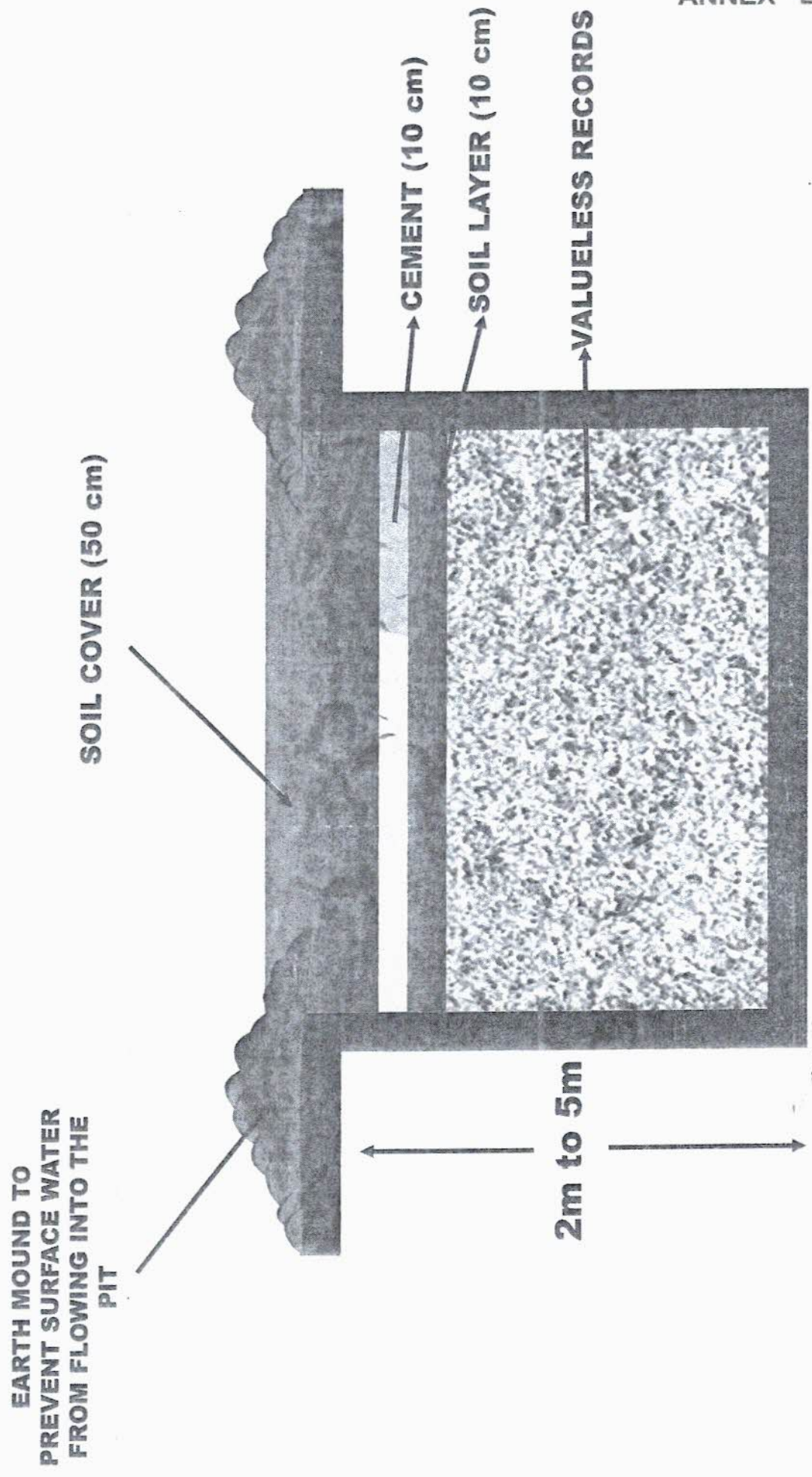
This pertains to the disposal of valueless records of this Directorate which have reached the prescribed retention period based on the General records Disposition Schedule (GRDS) and approved by your agency dated (dated approved) with the mode of disposal by sale.

In this connection, please be informed that this office will be availing the services of your official buyer, (name of company) to provide functions auxiliary on the actual disposal of said records. Records which are for disposal are located at (location of valueless records) with estimated total volume of (volume in cubic meters).

Thank you for your continuing support on matters of mutual concern.

Very truly yours,

ROLANDO J HINANAY
 Police Major General
 The Director for Personnel
 and Records Management



NATIONAL ARCHIVES OF THE PHILIPPINES Pambansang Sinupan ng Pilipinas REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS		AGENCY NAME: Directorate for Personnel and Records Management, Philippine National Police	
		ADDRESS: RMD Building, Col. Lagman St, Camp BGen Rafael T Crame, Quezon City	
DATE: September 23, 2021		TELEPHONE NUMBER: 721-6976 / 09081234567	
GRDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED (If Any)
7	Correspondence (Routine)	2015-2019	2 years after acted upon
27	Requests Updating of Legal Beneficiaries And Issuance of Certificate Updating of Service Record	2008-2018	2 years after acted upon
95	Attendance Sheet	2013-2017	1 year
LOCATION OF RECORDS: RMD Building, Col Lagman St. Camp BGen Rafael T Crame, Quezon City		VOLUME IN CUBIC METER: 0.067	
PREPARED BY: (Name & Signature) PCpl Roldan P Dupingay		POSITION: Records Custodian RMD, DPRM	
CERTIFIED AND APPROVED BY: This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.			
_____ PMAJ BRIAN C JAIME Record Officer Name and Signature of Agency Head or Duly Authorized Representative			



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



September 21, 2021

Executive Director VICTOR M. MANALO
National Archives of the Philippines
VELCO Center, Port Area
1018 Manila

Dear **Executive Director Manalo:**

This pertains to the records that are in the custody of this Directorate which are included in the General Records Disposition Schedule (GRDS) that have attained their prescribed retention period and are due for disposal.

In this regard, request approval for the disposal of the said records as part of the decongestion efforts initiated by this office. For any queries, you may contact **PMAJ BRIAN C JAIME**, Chief, Storage Section, RMD at 723-04-01 loc. 6976/mobile number 09081234567.

Attached herewith are the accomplished NAP Form No. 3 for your evaluation.

Thank you for unending support on matters of mutual concern.

Very truly yours,

ROLANDO J HINANAY
Police Major General
The Director for Personnel
and Records Management



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



September 20, 2021

VICTORINO M. MANALO

Executive Director
National Archives of the Philippines
PPL Building, UN Avenue
Corner San Marcelino Street, Manila

Attn: Elizabeth B. Eje
Chief, Records Management Services Division

Dear Executive Director Manalo:

This pertains to the request from this Directorate for authority to dispose records that have reached the prescribed retention period based on the General Records Disposition Schedule which was approved by your office on July 17, 2021 thru sale with your official buyer.

Please be informed that the actual disposal is scheduled on October 20, 2021 at 9:00 AM to be held at the Records Management Division Compound, Camp BGen Rafael T Crame, Quezon City.

In view of the foregoing, request the presence of your duly authorized representative/s to witness the disposal on the said date, time and venue.

Thank you for your unending support on matters of mutual concern.

Very truly yours,

ROLANDO J HINANAY
Police Major General
The Director for Personnel and
Records Management



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



September 20, 2021

YVES A. CABANLONG
Audit Team Leader
Commission on Audit - PNP
Camp BGen Rafael T Crame
Quezon City

Dear Mr. Cabanlong:

This pertains to the request from this Directorate for authority to dispose records that have reached the prescribed retention period based on the General Records Disposition Schedule which was approved by the Executive Director, National Archives of the Philippines on July 17, 2021 thru sale with their official buyer.

Please be informed that the actual disposal is scheduled on October 20, 2021 at 9:00 AM to be held at the Records Management Division Compound, Camp BGen Rafael T Crame, Quezon City.

In view of the foregoing, request your presence or your duly authorized representative/s to witness the disposal on the said date, time and venue.

Thank you for your unending support on matters of mutual concern.

Very truly yours,

ROLANDO J HINANAY
Police Major General
The Director for Personnel and
Records Management