



Republic of the Philippines
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Bldg., Agham Road, East Triangle, Diliman, Quezon City

OFFICE ORDER NO. 122-10-2018

SUBJECT: NTC GUIDELINES ON THE DECENTRALIZED DISPOSAL OF VALUELESS RECORDS

In the interest of service, and to establish efficient, effective, economical and a decentralized means of disposing valueless records of this Commission, the following standard guidelines and procedures in the disposal or destruction of all determined valueless records that reached their prescribed retention period is hereby promulgated and shall be strictly observed:

A. COVERAGE

The following are covered by this Order:

- a. Designated Regional Records Officers;
- b. Records Officers;
- c. Records Management Improvement Committee (RMIC); and
- d. RMIC Sub-Committee (Technical Working Group Members).

B. DEFINITION OF TERMS

Administrative Value refers to the usefulness of records to the originating or succeeding agency in the conduct of current business;

Appraisal refers to the study of records, their relationships and contents, to determine their administrative, fiscal, legal, archival value and time values whether temporary or permanent;

Archival Value refers to the determination by appraisal of the vital worth of records for purpose of permanent preservation and storage by an archival agency;

Authority to Dispose of Records refers to the written permission issued by the NAP Executive Director for the destruction of valueless records;

Disposal refers to the act of selling, landfill, burying or any other way if discarding valueless records in accordance with the provision of Republic Act No. 9470;

Disposal Procedures refers to series of steps in the disposal of valueless records;

Economical Disposal refers to management ways of discarding valueless records that will generate savings in terms of space, equipment, manpower and other source of Income;

Fiscal Value refers to the information on the usefulness of records about the financial transactions and obligations of agencies and organization;

General Records Disposition Schedule (GRDS) refers to records control schedule governing the disposition of specified records series common to all government agencies issued by the National Archives of the Philippines.

Inventory refers to a descriptive listing of the records holding by records series, indicating its specific location, inclusive dates and volume in cubic meters, conduct of related activities to locate, identify, describe, count and measure all records in the office and storage area including all loose and bound papers, microfilms, optical disks and magnetic disks and tape;

Legal Value refers to the value of records containing evidence of legally enforceable rights or obligations of government and/or private person;

Letter To Avail NAP Service refers to letter of agencies availing the services of the NAP official buyers of valueless records;

Mode of Disposal refers to destruction of valueless records by Sale, Landfill/Burying or Shredding;

Permanent Records refers to records which usefulness are worthy of preservation because of their administrative, legal and/or archival (historical/research) significance;

Records refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches, or data compiled, recorded, or stored, as the case may be:

- a. in written form on any material; or
- b. on film, negative, tape, or other medium so as to be capable of being reproduced; or
- c. by means of any recording device or process, computer, or other electronic device or process;

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

Records Disposition Schedule refers to a listing of records series by organizations showing for each records series the period of time it is to remain in the office area, in storage (inactive) area and its preservation or destruction;

Records Management refers to the managerial activities involved with respect to the records creation, records maintenance and use, transmission, retention, and records disposition in order to achieve adequate and proper documentation of policies and transactions of government for its efficient, effective and economical operation;

Records Management Improvement Committee refers to a group of key officials and employees designated by the head of the agency responsible for the improvement of their records activities;

Records Office refers to an organizational unit responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating agency-wide records management program;

Records Officer refers to the employee responsible for overseeing the records management program and providing guidance on adequate and proper record keeping;

Records Series refers to a group of related records arranged under a single unit or kept together as a unit because they deal with a particular subject result from the same activity or have a special form;

Retention Period refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction;

Valueless Records refers to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole.

C. DISPOSAL PROCEDURE

1. INVENTORY AND APPRAISAL OF RECORDS

Every operating unit shall conduct an inventory and appraisal of records in their custody by using the prescribed National Archives of the Philippines (NAP) Form 1, properly filled-up and signed by authorized signatories.

2. AGENCY RECORDS DISPOSITION SCHEDULE (ARDS) and GENERAL RECORDS DISPOSITION SCHEDULE (GRDS)

- 2.1 Ensure that records shall not be disposed earlier than the period indicated in the approved ARDS and GRDS.
- 2.2 Strictly use the ARDS dated July 28, 2011 for all substantive records and the GRDS for facilitative records that were earlier distributed to all operating units as reference to determine the retention period of each record series title or description of records.
- 2.3 Any revision or change in the ARDS shall likewise be submitted for approval of the NAP Executive Director as the need arises.

3. DETERMINATION OF VALUELESS RECORDS FOR DISPOSAL

- 3.1 The TWG member assigned per delivery unit shall attend to the segregation of valueless records using the latest ARDS or GRDS approved by the NAP as reference or legal basis.
- 3.2 All determined and segregated valueless records shall be placed inside the sacks with its four (4) sides labelled as to its unit number in the ARDS and (GRDS), records series title and the period covered.
- 3.3 The TWG member shall measure the approximate volume of the valueless records to determine and facilitate economical disposal.
- 3.4 The TWG member shall be responsible to safe keep the valueless records, that are placed inside the sacks until their actual disposal.

4. REQUEST FOR AUTHORITY TO DISPOSE

- 4.1 The TWG member shall properly and completely accomplish the Request for Authority to Dispose records by using the prescribed NAP Form 3 in three (3) copies.
- 4.2 NTC officials shall approve and sign the accomplished Request for Authority to Dispose (NAP Form 3) for the Records Officer concerned to submit the same to the NAP Office.

5. MODE OF DISPOSAL

The Commission thru the Records Officer shall then coordinate in writing with the NAP RMSD Chief or Authorized Official on which of the following mode of disposal to adopt:

- a. Sale; or
- b. Shredding; or
- c. Land Fill.

If by Sale, the Commission shall avail of the NAP's Official Accredited Buyer.

6. EVALUATION OF DISPOSABLE RECORDS

Final evaluation of disposable records will be conducted by the staff of NAP Records Management Services Division (RMSD) and actual disposal shall only be done upon issuance of the **Authority To Dispose** by the **NAP Executive Director**.

7. NOTIFICATION OF ACTUAL DISPOSAL

Upon receipt of the Notice of Approval to avail of the official accredited buyer and the date of the actual disposal, the Commission thru the Records Officer shall notify in writing the Audit Team Head-COA, OIC-Administrative Branch and the Chief-General Services Division (GSD) to witness the actual disposal of the valueless records. Also, the Records Section personnel assigned in the disposal shall likewise be present during the actual disposal.

8. CERTIFICATE OF DISPOSAL

8.1 The Commission will be given a **Certificate of Disposal in three (3) copies** by the NAP authorized representative who conducted the actual disposal of records;

8.2 The distribution of the copies of Certificate of Disposal shall be as follows:

Original Copy	- Commission
2 nd Copy	- COA
3 rd Copy	- NAP

9. PROCEEDS OF SALE

All proceeds realized from the sale of valueless records shall be receipted by the Cashier, for remittance to the National Treasury of the Philippines.

10. DISPOSAL OF DAMAGED RECORDS

Disposal of damaged public records that have not yet reached their prescribed retention period shall be considered for authorized disposal only upon submission to the NAP of the following requirements:

10.1 Official Report pertaining to the non-usability and extent of damage done to the records, causes of the damage to the public records, photo documentation and

information on what other records series can the data or information of the damaged public records be found;

10.2 Duly accomplished Request for Authority to Dispose of Records by using the NAP Form 3 in three (3) copies approved and signed by the Records Officer and Chairperson of RMIC or any available RMIC Officials;

10.3 Certification that the said damaged records are subject to audit by the COA or were post audited and finally settled, and/or the records involved in a case or investigation were finally decided upon or settled; and

10.4 Upon issuance of authority to dispose, the same disposal procedures in this guidelines shall be strictly complied with.

This order shall take effect immediately.

GAMALIEL A. CORDOBA
Commissioner

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