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| **NATIONAL ARCHIVES OF THE PHILIPPINES***Pambansang Sinupan ng Pilipinas***RECORDS INVENTORY AND APPRAISAL** | **AGENCY**  | **ORGANIZATIONAL UNIT** | **TELEPHONE NO.:** |
| **ADDRESS**  | **PERSON-IN-CHARGE OF FILES** | **DATE PREPARED** |
| **RECORDS SERIES TITLE & DESCRIPTION** | **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** |
| **Active** | **Storage** | **Total** |
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| **LEGEND:** |  |  |  |  |  |  |  |  |  |  |  |
| TIME VALUE: T - Temporary | **P** - Permanent |  |  |  |  |  |  |  |  |  |  |
| UTILITY VALUE: Adm - Administrative | **F**  - Fiscal | **L** - Legal | **Arc** - Archival |  |  |  |  |  |  |  |  |
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| **PREPARED BY:** |  |  | **ASSISTED BY:** |  |  |  |  | **APPROVED BY:** |  |
|   |  |  |   |   |   |  |  |  |
| Name and Position |  |  | NAP Records Management Analyst |  |  | Chief of the Division/Department |

NAP Form No. 1