NAP Form No. 2

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| --- | --- | --- | --- | --- | --- |
| **NATIONAL ARCHIVES OF THE PHILIPPINES**  *Pambansang Sinupan ng Pilipinas*  **RECORDS DISPOSITION SCHEDULE** | | **1. AGENCY NAME:** | | | |
| **2. ADDRESS:** | | | |
| **3. SCHEDULE NO.:** | | **4. DATE PREPARED:** | | | |
| **5. ITEM NO.** | **6. RECORD SERIES TITLE AND DESCRIPTION** | **7. RETENTION PERIOD** | | | **8. REMARKS** |
| **Active** | **Storage** | **Total** |
|  |  |  |  |  |  |

2008

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

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**9. Prepared by: 11. Recommending Approval:**

Name Name

Position Position

**10. Assisted by: 12. Approved:**

Name Name

Position Position

**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

Chairman

Records Management Evaluation Committee

Date

**APPROVED:**

Executive Director

Date

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