

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> 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	

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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		Active	Storage	Total	

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9. Prepared by:

Name

Position

11. Recommending Approval:

Name

Position

10. Assisted by:

Name

Position

12. Approved:

Name

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