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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