

Republika ng Pilipinas  
PANGANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 037 S. 1988

MEMORANDUM CIRCULAR

TO : The Assistant Administrators, Heads of Departments, Staff, Regional Irrigation Managers, Project/Operations Managers, Provincial Irrigation Engineers, Irrigation Superintendents and Officer-In-Charge of National Irrigation Systems and all others concerned National Irrigation Administration

SUBJECT : DECENTRALIZATION OF RECORDS DISPOSAL

Quoted hereunder in full for the information and guidance of all concerned are the Guidelines on the Decentralized Disposal of Valueless Records in Government Agencies pursuant to Section 9 of Executive Order No. 301 dated July 26, 1987 and the General Records Authorized Disposition Schedules:

GUIDELINES ON THE DECENTRALIZED DISPOSAL  
OF VALUELESS RECORDS IN GOVERNMENT AGENCIES

ARTICLE I -- COVERAGE

Pursuant to Section 5 of Executive Order No. 285 dated July 25, 1987, the Records Management and Archives Office (RMAO) has been transferred and attached to the Department of Education, Culture and Sports. To strengthen operation of the said office, the DECS was authorized by virtue of Executive Order No. 301 dated July 26, 1987, to effect a decentralized disposal of valueless records of government offices. In this regard, the Records Management and Archives Office (RMAO) of DECS was mandated to prescribe uniform standards or guidelines to be followed by government offices/agencies in the disposal or destruction of their valueless or unnecessary records. Thus, these guidelines were formulated to meet this purpose.

The "Guidelines on the Decentralized Disposal of Valueless Records" in government offices consists of five (5) parts. These are: (1) Coverage, (2) Definition of Terms, (3) Records Disposal Procedure, (4) Penal Provisions, and (5) Miscellaneous Provisions. The latter includes the repealing and effectivity clauses of the guidelines.

Attached to the Guidelines are the General Records Authorized Disposition Schedules. Appropriate Forms for the disposal of valueless records shall be as prescribed by the RMAO.

ARTICLE II - DEFINITION OF TERMS

Administrative Value. The usefulness of records to the originating or succeeding agency in the conduct of current business.

Agency. Any agency other than the Records Management and Archives Office.

Appraisal. The study of records, their relationships and contents, to determine their administrative, fiscal, legal, archival values and time values whether temporary or permanent.

Archival Value. The determination by appraisal of the vital worth of records for purposes of permanent preservation and storage by an archival agency.

Director. Director of Records Management and Archives Office (RMAO).

Disposal. The act of selling, burning, or any other way of getting rid of valueless records in accordance with the provision of those guidelines.

Disposition Schedule. A listing of records series by organization showing, for each records series, the period of time it is to remain in the office area, in the storage (inactive) area and its preservation or destruction.

File Breaks. The termination of filing activity for a particular file at a pre-determined time, or after the lapse of a specific event and the beginning of a new file period.

Fiscal Value. The information on the usefulness of records about the financial transactions and obligations of agencies and organizations.

General Records Schedule. A records control schedule governing the retention and disposition of specified recurring records series common to several or all agencies.

Infidelity of Records. Loss of records under the custody of the agency including the loss of valueless records before its actual disposal.

Inventory. A descriptive listing of the records holding by record series indicating its specific location, inclusive dates and volume in cubic meters.

Legal Value. The use of records containing evidence of legally enforceable rights or obligations of government and/or private persons.

Records. Any paper, book, photograph, motion picture film, microfilm, X-ray films, sound recording, drawing, map or other document of any physical form or character whatever or any copy thereof, that has been made by any entity or received by it in connection with the transaction of public business, and has been retained by that entity or its successor, as evidence of the objectives, organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the information contained therein.

Records Disposition. Systematic removal from office to storage of records that are not needed in everyday operation, identification and preservation of permanently valuable records and the destruction of valueless records.

Records Series. 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 such as maps, blue-prints, etc.

Retention Period. The specific period of time established and approved by the Records Management and Archives Office as the life span of files, after which a given set of files is deemed ready for permanent storage or destruction.

Secretary. Secretary of Department of Education, Culture and Sports.

Valueless or No Value Records. Include all record materials that have reached their prescribed retention periods and usefulness to the agency or the government as a whole.

### ARTICLE III -- RECORDS DISPOSAL PROCEDURES

#### Rule 1. Inventory of Records

Each agency shall prepare an inventory of its records holdings in the prescribed form (Form 1) as an initial step in developing the Records Disposition Schedule (RDS) and for whatever purpose the agency may deem necessary.

#### Rule 2. General Records Disposition Schedules

- 2.1 All government agencies and instrumentalities shall observe the enclosed General Disposition Records Schedules in determining the disposal of their valueless records. (Annex I)
- 2.2 Agencies shall not dispose of their records earlier than the period indicated for each record series. However, records may be retained for longer periods if there is a need to do so.

#### Rule 3. Agency's Records Disposition Schedule

- 3.1 Each agency shall have a Records Disposition Schedule, to be accomplished in the prescribed form (Form 2) covering its substantive records and those records not included in the General Records Schedule to serve as its guide in the disposition of records, subject to the approval of the Director of the Records Management and Archives Office.
- 3.2 Any revision or change in the Schedule shall likewise be submitted for approval by the Director as the need arises.

#### Rule 4. Request for Authorization

- 4.1 No agency shall destroy or sell any record without having first secured authority from the Director of Records Management and Archives Office.
- 4.2 Each agency shall submit to the Records Management and Archives Office four (4) copies of accomplished "Request for Authority to Dispose of Records" (Form 3).

#### Rule 5. Appraisal and Examination of Disposable Records

Upon receipt of the request for authority to dispose of records, the Chief of the Current Records Division, acting for the Director, shall assign a Records Management Analyst, to appraise and examine the disposable records of the requesting agency and recommend the manner or method of disposal, such as by burning or direct sale or shredding before sale in the prescribed form (Form 4).

Rule 6. Authority to Dispose

- 6.1 The Director of Records Management and Archives Office, acting for the Secretary of DECS with the concurrence of the Head of the agency concerned, is authorized to direct destruction or disposal of records in accordance with the recommendation of the Records Management Analyst of Records Management and Archives Office who appraised the records.
- 6.2 The Director of Records Management and Archives Office shall issue the authority to dispose of records and the manner of disposal using the prescribed form (Form 5).
- 6.3 All records pertaining to claims and demands by the government of the Philippines either as a debtor or creditor, and are required to be audited by the Commission on Audit shall not be destroyed or disposed of by the head of any entity under the authorization granted without the necessary clearance, from the Commission on Audit, certifying among other things that the records for disposal are not involved in any case.

Rule 7. Custody of Valueless Records

The Records Officer who is in custody of the records holding of an Agency shall be responsible for the safe-keeping of the valueless records until its disposal is authorized.

Rule 8. How Disposals Are To Be Accomplished

- 8.1 The Records Management and Archives Office together with representative of DECS and the COA may re-appraise and re-examine records for disposal as the need arises.
- 8.2 To safeguard the sanctity of the records and to check that the records to be disposed are to the same records which were appraised and examined and that no insertions have been done, the actual disposal of records shall be witnessed by representatives of the agency concerned, the RMAO and COA.

Rule 9. Authority to Conduct Public Bidding

- 9.1 Each agency shall conduct public bidding for the disposal of valueless records once a year following the pertinent provisions on public bidding and awarding of contracts of P.D. 1445. Preferably, the public bidding should be conducted towards the end of the calendar year so that the effectivity of the contract of the winning bidder shall be in January of the following year.
- 9.2 The Records Management and Archives Office shall be furnished with a copy of the contract.

Rule 10. Certificate of Disposal

- 10.1 A Certificate of Disposal (Form 6) shall be prepared in triplicate by the agency concerned and witnessed by the representative of the Commission on Audit, Records Management and Archives Office and the owning agency upon delivery of the disposable records to the paper mills or warehouse of the winning bidder.
- 10.2 The certificate shall indicate the nature of the records the manner, place and date of disposal and their approximate volume in cubic meters and weight.
- 10.3 The original copy goes with the agency concerned, a copy for the Records Management and Archives Office and a copy for the Commission on Audit.
- 10.4 Each agency shall submit a report on the disposal of valueless records to the Records Management and Archives Office.

Rule 11. Proceeds of Sale

All proceeds realized from the sale of disposable valueless records shall be remitted either to the National Fund, to the Local Government Fund, or to the Corporate Fund.

Rule 12. File Breaks and Disposal Periods

- 12.1 Each agency shall determine when to have its file breaks. File breaks are generally set during the slack periods of filing and servicing. A file break may be set at the end of the fiscal year or calendar year.
- 12.2 Records shall be disposed of periodically, usually once a year, soon after a file break.

ARTICLE IV - PENAL PROVISIONS

- Rule 13. Any act or omission in relation to the rules and regulations promulgated in the guidelines shall be punishable under the provisions of Articles 226, 234 and 235 of the Revised Penal Code or any specific rule which may be considered a violation of the specific provision of criminal laws without prejudice to the filing of administrative case against the offender.

ARTICLE V - MISCELLANEOUS PROVISIONS

Rule 14. Repealing Clause

All orders, rules and regulations or part thereof, which are inconsistent herewith are hereby repealed or amended accordingly.

Rule 15. Effectivity

This Department Order shall take effect fifteen (15) days after its publication in the Official Gazette.

Published in the Official Gazette, Volume 84, No. 10 dated March 7, 1988.

Anent the foregoing guidelines, it is hereby provided that:

Records no longer needed for the day-to-day operation of any organizational unit should be turned over to the Records Management Division in the case of NIA Central Office, or to the Administrative Division in the case of regional and project offices for appraisal to determine their values. Records appraised as still valuable should be retained in accordance with existing records retention schedule and those considered valueless should be recommended for final disposal;

To facilitate turn over of such in-active records the organizational unit concerned may request technical assistance from the Records Management Division, or Administrative Division concerned;

No records should be brought out of the office premises without the corresponding gate pass duly signed by the Manager, Records Management Division in the case of NIA Central Office, or Regional/Special Administrative Officer, in the case of field offices, or by the duly authorized representative of the aforesaid officials.

Finally, all requests for authority to dispose of useless records should be forwarded to the Director, Records Management and Archives Office, Metro Manila thru the Administrator, Attention: Assistant Administrator for Administrative Services, National Irrigation Administration, MDSA, Diliman, Quezon City.

This Memorandum Circular shall take immediately.

Compliance hereon is strictly enjoined.

(SGD.) FEDERICO N. ALDAY, JR.  
Administrator

Enclosure:

1. ~~RMAO~~ Records Retention & Disposal Schedule
2. RMAO Form No. 3

signed 8-31-88

GENERAL RECORDS DISPOSITION SCHEDULE

AUTHORIZED DISPOSITION PERIOD

Six Months

1. IBM Cards and Continuous Forms, after data are transferred to magnetic tapes.

One Year

1. Applications for Employment/Position
2. Applications for Leave of absence, after absences have been recorded in the leave card.
3. Applications for resignation/transfer/retirement
4. Blotter for arrival/departure
5. Certificates of Appearance
6. Certificate of Clearance
7. Curriculum Vitae, if superseded/updated
8. Daily Time Records (GS Form 43), after absences has been posted in the leave card
9. Delivery Receipts
10. Employee Interview Reports, after separation of employee
11. Gate Pass
12. Job Orders
13. Locator Slips
14. Memorandum Receipts for Equipment, Semi-Expandable and Non-Expandable Property (GF 32-4), after equipment has been returned/cancelled
15. Mailing Lists
16. Minutes of Staff Meetings
17. Press Releases
18. Performance Ratings
19. Performance Appraisal Reports
20. Performance Target Worksheets

21. Position Classification papers (job descriptions, request for classification and recommendation, notices of classification action), if superseded.
22. Recommendations for Employment
23. Requests (approval on promotion, change of status, reinstatement, transfer, after date of correspondence.
24. Requests and authorizations to teach, after date of authorization
25. Requests for Bonding Officials/Employees, after clearance
26. Shipping and Packing List on Items purchased from dealers, after shipment
27. Signatures and Handwriting Specimens
28. Supplies Adjustment Sheets, after post-audited
29. Telegrams
30. Training Plans/Designs/Calendar, after superseded
31. Training Programs/Courses Syllabi, after revision/superseded.
32. Trip Tickets

Two Years

1. Authorization (overtime, salary, transfer of funds)
2. Authority for allowance, after authority has been terminated
3. Canvass of Prices
4. Certificates of Eligibles, after date of certificate
5. Directives/Issuances issued by or for the head of the agency reflecting routinary information or instruction, if superseded
6. Directories of Officials/Employees, if superseded
7. General Appropriations
8. Inventory of Supplies and Equipment of different agencies, after superseded
9. Inventory Tag Cards
10. Logbooks or Incoming/Outcoming Communications, after the last entry



11. Monthly Reports of Income
12. Monthly Settlement of Monthly Subsidiary Ledger Balance (GF 65-A)
13. Permission to engage in business/private practice and/or teach, after approval
14. Personal Data Sheet, after superseded
15. Queries on Prices of Articles, additional Funds to meet quotations (BSU Form 11)
16. Semi-annual Efficiency Reports
17. Supplier's Identification Certificates with Procurement, after renewal
18. Training Reports

Three Years

1. Acknowledgements (inquiries/requests), after date of correspondence
2. Advice of allotment
3. Applications for Bonding Officials/Employees (GF 58-A), after cancellation
4. Auditor's Contract Cards (GF 53-A)
5. Bonds of Indemnity for Issue of Due Warrants (GF 18-A)
6. Budgetary Ceiling
7. Budget Estimates including Analysis sheets
8. Cash Disbursement Ceilings
9. Daily Cash Reports
10. Estimates of Monthly Income
11. Invoices of Receipt for Property (GF 30-A), after issuances of clearance
12. Invoices and Receipts of Accountable Forms (GF 33-A), after issuances of clearance
13. Invoices and Receipts for Transfer (GF 10-A), after property has been transferred
14. Notices of Cash Disbursement Ceilings
15. Plantilla

16. Plan of Work and Requests for Allotment
17. Reports of Examination (GF 74-a), after superseded
18. Reports of Operations and supplement including analysis (BF 133)
19. Requests for Obligations of Allotment
20. Schedule of Accounts Receivable (quarterly)
21. Statements of Accounts Current
22. Statements of Accounts Payable (BF 304)
23. Stock Cards on Supplies, after the last entry
24. Subpoena/Subpoena Duces Tecum
25. Special Budget (GF 91-A)
26. Supplemental Budget
27. Work and Financial Plan
28. Work Program, after supersede

Four Years

1. Abstract of Sub-Vouchers (GF 26-A)
2. Purchase Orders
3. Reports of Examination of Paymaster (GF 54-A)
4. Requisition and Issue Vouchers covering Emergency Purchase of Supplies (GF 45-A)
5. Requisition for Equipment or Supplies (BSC Form 4)
6. Requisition on Direct Purchase with supporting papers
7. Withholding Tax Certificates, after superseded

Five Years

1. Administrative Cases, from the date of decision, except vital documentary evidence presented in the case which is of value for the protection of the civil, legal, property and other rights of the citizen. DECISIONS and SETTLEMENT
2. Application for Relief of accountability, after death/retirement
3. Bill of Lading (GF 9-a), after acceptance of delivery

4. Inventory and Inspection Reports of Unserviceable Property (GF 17-A), after settlement of Credit
5. Invitation to Bid and Bid Tenders (BSC Form 706), after termination of contract
6. Invoices of deliveries on Supply-Open-End Order Contract
7. List of supplies under Supply-Open-End Order Contract
8. Performance Rating Cards, after compulsory retirement/death
9. Reports of Overdraft and Misuse of Trust Funds, provided not involved in any case
10. Reports of Waste Materials (GF 64-A), after settlement of credit
11. Sworn statements of Assets and Liabilities, if superseded

Ten Years

1. Bills, after receipt of accounts receivable
2. Certificates of Settlement and Balances, provided post-audited, finally settled and not involved in any case
3. Certificates of Shortage, provided post-audited, finally settled and not involved in any case
4. Checks and Checks Stubs, provided post-audited, finally settled and not involved in any case
5. Disbursement Vouchers, provided, post-audited, finally settled and not involved in any case
6. General Payrolls, provided post-audited, finally settled and not involved in any case
7. General Vouchers, provided post-audited, finally settled and not involved in any case
8. Journal Vouchers (GF 20-A), provided post-audited, finally settled and not involved in any case
9. Journals of Warrant Issued, provided post-audited, finally settled and not involved in any case
10. List of Remittances
11. Official Receipts (GF 15-A), provided post-audited, finally settled and not involved in any case
12. Quarterly Statement of Charges to Accounts Payable, provided post-audited, finally settled and not involved in any case

13. Reconciliation Statement
14. Reimbursement Expense Receipts (GF 3-A), provided post-audited, finally settled and not involved in any case
15. Reports of Checks Issued and Cancelled
16. Reports of Collections and Deposits
17. Reports of Disbursement (GF 99-A)
18. Reports of Income
19. Remittance Advice (GF 14-B)
20. Summary of Unliquidated Obligations and Accounts Payable, after payment
21. Sundry Payments
22. Supply Purchase Journal (GF 81-A)
23. Timebook and Payroll Vouchers, provided post-audited, finally settled and not involved in any case
24. Traveling Expense Vouchers, provided post-audited, finally settled and not involved in any case
25. Treasury Checking Accounts of Agency, provided post-audited, finally settled and not involved in any case
26. Treasury Drafts (contg. Form 60), provided post-audited, finally settled and not involved in any case
27. Treasury Warrant, provided post-audited, finally settled and not involved in any case

25 Years

1. Acceptance of Resignation, after death/retirement
2. Approval of Retirement/GSIS, after death/compulsory retirement
3. Certificate of Rural Service, after death/retirement
4. GSIS, Medicare/Pag-ibig Membership, after death/retirement
5. Leave Credit Cards, after retirement/death
6. Medical Certificate in support of absence on account of illness/maternity, after death/retirement

7. Personnel Folder (201) Files, after compulsory retirement/death

Appointments  
Change of Status/names  
Delegation of Authority  
Designations/Details  
Incentive  
Awards  
Notice of Salary Adjustments  
Oath of Office  
Service Records  
Training and Career Development (Local and Foreign)

8. Relief from Property Accountability, after death/retirement

9. Rural Service Records, after compulsory retirement/death

10. Statement of Duties and Responsibilities, after death/retirement

Disposal not Authorized

1. Annual Reports
2. Annual Statement of Accounts Payable
3. Annual Summary Report for Replacement Program For Non-Eligibles
4. Balance Sheets
5. Directives/Issuances issued by or for the head of the agency-  
documenting policies, functions, programs of the agency
6. Equipment Ledger Card
7. Expenditures (GF 91-B)
8. Expense Ledgers (GF 90-A)
9. Financial Reports of Operations
10. General Ledgers
11. Index of Sundry Payment by Warrant (GF 93-A)
12. Index Payment of Employees (GF 92-A)
13. Journals of Analysis of Obligations
14. Journals of Bill Rendered
15. Journals of Checks Issued (GF 96-A)
16. Journals of Collection and Deposit (GF 98-A)

17. Journals of Disbursements
18. Minutes of Meeting -- Board
19. Official Cash Book for Bank Cash Book (GF 104)
20. Official Cash Books (GF 51-A)
21. Profit and Loss Statements
22. Registry Books of Checks Released
23. Reports of Accountability
24. Statements of Accounts Receivables
25. Statements of Operations
26. Subsidiary Ledgers (GF 57-A)
27. Supplies Ledger Card "Double" (GF 48-A)
28. Supplies Ledger Card
29. Trial Balance
30. Trial Balance Sheet
31. Warrant Control Register
32. Warrant Register (GF 105)

MODEL GENERAL RECORDS DISPOSITION SCHEDULE  
FOR LOCAL GOVERNMENT

ASSESSOR'S RECORDS

One Year

1. Certificate of appearance
2. Certifications -- Ownership, Pauper litigant, Real Property

Two Years

1. Communications/Correspondence -- Reassessment, Refund/Reduction of Real Property Tax and Routine Matters
2. Directives/Issuances -- Issued by or for the agency reflecting routine matters, after superseded.

3. Field Sheets for Assessment, after superseded
4. Logbooks - Daily Attendance, Notice of Assessment and Sworn Statement, after the last entry.
5. Reports - Daily Accomplishment of Tax Mapping Work, Inspection, monthly assessment and progress
6. Request for Official Documents

#### Five Years

1. Cases - Adverse Claims - (Auction Sales, Dispendence, Replevin, Writs of Attachments, Writs of Execution) and Assessment Appeal, from date of decision, except vital documentary presented in the case which is of value for the protection of the rights of citizens.
2. Real Estate Mortgage, after settlement
3. Real Property Tax Order of Payment (RPIOP)
4. Sworn Statement of: The True Current and Fair Market Value of Real Properties, provided superseded.

#### Disposal Not Authorized

1. Assessment - Building Plans, Data Sheets, Sub-division Plans, Tax Declarations and Titles
2. Assessment Rolls of Taxpayers - Agricultural Lands and Products, Buildings (Construction/Renovation/Repair) and Residential Lands
3. Cases - (Decisions)
4. Certificate of Assessed Value (for legal purpose)
5. City/Provincial/Municipal Appraisal Committee (Minutes of Meeting)
6. Communications/Correspondence - Policy and procedural matters, rulings, endorsement, etc.
7. Declaration of Real Property - Affidavit of Adjoining Owners, Certificates from the Bureau of Lands/Bureau of Forest Development, Deeds (Sale, Absolute Sale, Extra Judicial Partition), Sketch and Transfer
8. Directives/Issuances - Issued by or for the agency reflecting policies, organization, functions, procedures and programs of the agency.
9. Mapping Control Rolls - Post-Tax and Pre-Tax

10. Maps/Blueprints -- Barangay; Cadastral; Engineer Controlled Maps (Used in locating Undeclared Properties); Tax Maps (Barangay, city/provincial/town, Index, Location, Photo and Sketch--pertains to the section within a Barangay); and Topographic
11. Property Index Cards (Real Property Record and Appraisal Cards)
12. Public Estate Authority
13. Reports -- Annual and Provincial Form 145
14. Schedule of Base Unit Costs for Building and Improvement
15. Schedule of Base Unit Market Value for all kinds of Lands and improvement
16. Sworn Statement of: Real Property Owners

CIVIL REGISTRAR'S RECORDS

One Year

1. Applications for Marriage (No Marriage License issued)
2. Verification Slips for Birth/Death/Marriage records

Disposal Not Authorized

1. Advice upon Intended Marriage (MF 68)
2. Affidavit on Marriage Articulo Mortis (MF 98)
3. Affidavit on Marriage between Non-Christian (MF 99)
4. Affidavit of Officiating Minister (MF 66)
5. Application for Marriage License (MF 90)
6. Certificate of Death (MF 103)
7. Certificate of Fetal Death (MF 103-A)
8. Certificate of Foundling (CRG 101)
9. Certificate of Live Birth (MF 102)
10. Certificate for Marriage License (MF 91)
11. Consent to Marriage of a person under age (MF 92)
12. Court Decrees: filed pertaining to civil status of a person, adoption, naturalization, legitimation



13. Document for Immediate Issue of Marriage License (MF 95-A)
14. Marriage Contract (MF 97)
15. Marriage License (MF 95)
16. Notice of Re-applicants (MF 94)
17. Register of Birth (MF 26-1)
18. Register of Death (MF 27)
19. Register of Marriages (MF 25)
20. Request for Celebration of Marriage (MF 96)
21. Sworn Statement that advice of parents or Guardian has been asked (MF 67)

#### TREASURER'S RECORDS

##### One Year

1. Auction Sales (By Municipalities)
2. Certifications -- Payments and non-birth records
3. Computerized Proof -- Lists of Real Property
4. List of Delinquent Taxpayers, after superseded
5. Permits (Mayor, Bicycle, Electrical, etc.)
6. Real Property Tax Remittances (Provincial/Cities), after the last entry provided data are transferred to Master Lists.

##### Two Years

1. Municipal Treasurer's Weekly Cash Report (MF 6-A)
2. Provincial/City Treasurer's Monthly Report of Accountability (PF 224-A)

##### Three Years

1. Allotment by Appropriation (Internal Revenue)
2. Daily Program Collection Report
3. Daily Statement of Collections (PF 95-A)

1. Abstract of Real Property/Real Estate/Collections (PF 10-A)
2. Deputized Provincial -- Municipal Treasurer Comparative Collection Report (PF 23)
3. Posting Guide of Real Property Tax Payment
4. Yearly Registered of Real Property Tax Payments

Five Years

1. Abstract of Deposits and Trust Funds (PF 129-A)
2. Abstract of General Collections (PF 130-A)
3. Apprehension of advice (advice Issued by the licensed inspector on exiting taxpayers), after settlement of the case.
4. Consolidated Collective Report
5. Demand Letter (letter to the Taxpayer demanding taxes as a result of the ocular verification of the inspector), after settlement.
6. Fund Distribution Report (Revenue Derived from Real Property Taxes)
7. Journal of Barangay Transactions (Barangay Form No. 2)
8. Ledger Cover (Provincial Form 111-A)
9. Letter of Authority (Notice served to the Taxpayer for the slated examination of its books of accounts)
10. Revenue Subsidiary Ledger (PF 214-A)
11. Statement of Short/Over Remittance, Collections, Validations and missing receipts

Ten Years

1. Cashier Treasurer's Report of Daily Collections and Deposits (PF 213-A), provided post-audited, finally settled and not involved in any case.
2. Comparative Statement of Market and Slaughter (PF No. 89)
3. Municipal Serial Permit and Official Receipt (PF No. 47-A), provided post-audited, finally settled and not involved in any case.
4. Municipal Form No. 95-Marriage License
5. Provincial Summary of Collections (PF No. 60-A)

6. Provincial Treasurer's General Receipts (PF 19-A), provided post-audited, finally settled and not involved in any case.
7. Real Property Tax Receipts (PF 25-A), provided post-audited, finally settled and not involved in any case.
8. Residence Certificate A and B
9. Residence Certificate C
10. Residence Certificate C1
11. Slaughter Permit and Fee Receipt (MF No. 32-A), provided post-audited, finally settled and not involved in any case
12. Special Journal Voucher (PF 61-A)
13. Treasurer's General Voucher (PF No. 219-A), provided post-audited, finally settled and not involved in any case.

Disposal Not Authorized

1. Accountable Forms/Cards
2. Aliens Registration Documents
3. Alpha Listing of Real Property Owners
4. Application for Bond of Accountable Officials and Employees (GF No. 58-A)
5. Approved Pay Plan (Provincial and Municipal)
6. Bond Index Cards
7. Certificate and Receipt of Transfer of Large Cattle (MF No. 28-A)
8. K K K Program
9. List of Taxpayers
10. Municipal Tax Ordinance (Rev./Approved by Provincial Treasurer)
11. Municipal Treasurer's Account Book (MF 20-A)
12. Municipal Treasurer's Journal of Collections and Deposits (MF 109)
13. Real property Index Card (JIF 1-A)
14. Real Property Cash (GF No. 61-A)
15. Real Property Tax Register (PF No. 41-A)
16. Receipt and Certificate of Ownership of Large Cattle (MF No. 29-A)

17. Report of Cash Disbursement (PF 216--A)
18. Report of Revenues and Receipts (PF No. 215--A)
19. Request for Bonding and or cancellation of Bond of Accountable officials and Employees (GF No. 57--A)
20. Treasurer's Journal Bills Rendered (PF 223--A)
21. Treasurer's Journal of Cash Disbursement (PF 221--A)
22. Treasurer's Journal of Cash Issued (PF 222--A)
23. Treasurer's Journal of Collections and Deposits (PF 220--A)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

1. Agency : 2. Address  
3. Location of Records : 4. Total Volume in Cubic Meters

To: The Director, Records Management and Archives Office

Please authorize the disposal of the records listed below.

5. Item No.	6. RECORDS SERIES AND DESCRIPTION	7. Period Covered
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8. Prepared by: (Name & Signature) : 9. Position : 10. Date  
3.

This is to certify that the above-mentioned records are no longer needed by this agency and they are not involved/connected in any administrative, criminal or civil case.

(Agency Head or his duly authorized representative,

Position