



Republic of the Philippines
Department of Science and Technology
**PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING
TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)**

MEMORANDUM

FOR : ALL PCIEERD PERSONNEL
Attention: All Division Secretaries

FROM : DR. ENRICO C. PARINGIT
Executive Director

SUBJECT : 2021 Annual Inventory of Records

DATE : 30 September 2021

In compliance with Article III Section 15 of the National Archives of the Philippines Act of 2007 requiring the regular conduct of inventory of public records, the FAD Records Section will be conducting the 2021 Annual Inventory of Records on the following dates:

FAD	-	October 7 and 11, 2021
PCMD, OED, IG	-	October 12-13, 2021
ITDD, ETDD, EUSTDD	-	October 14 and 18, 2021
RITTD, HRIDD	-	October 19-20, 2021

Everyone is requested to coordinate with their Division Secretaries for the classification and retention of record holdings based on the attached list extracted from the Control of Records/File Plan -PCIEERD QMS Quality Procedure 005. For queries and clarifications, please contact Ms. Ena R. Conde at local 2104.

Thank you for your usual support and cooperation.

Philippine Council for Industry, Energy and Emerging
Technology Research and Development



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NO.	DIV.	RECORD OWNER	RECORDS IDENTIFIED	STORAGE METHODS	PROTECTION METHODS	RETRIEVAL METHODS	RETENTION PERIOD		DISPOSAL METHOD
							ACTIVE	ARCHIVE/ PERMANENT	
1	FAD	Records	Letters/ Communications	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive	Access Password; Backed-up files; anti-virus protection	Search by data tracking number/ name of sender	1 yr.	Routine and Non-Routine: Permanent	Refer to IT Storage and Back-up System Schedule
			2010-2018	Hard copy: filed in folder and stored in steel cabinet	Locked after office hours / Restricted access / Pest control	Search by data tracking number/ name of sender	2 yrs.	Routine: 2 years Non-Routine: Permanent	Routine: Dispose on the 5 th year
2	FAD	Records	Master List of Administrative Orders, Special Orders, Travel Orders, Guidelines and Issuances, Internal Memoranda	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive	Access Password; Backed-up files; virus protection	Search by data tracking number	1 yr.	Permanent	Refer to IT Storage and Back-up System Schedule
				Hard copy: Filed chronologically in folder and stored in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by series number, subject and date	1 yr.	Permanent	To be filled in appropriate records series
3	FAD	Cashier	Report of Checks and LDDAPs Issued	E-copy: Uploaded in PCIEERD Intranet; Stored in PC	Access Password; Backed-up files; virus protection	Identified by fund code and date	5 years	5 years	Refer to IT Storage and Back-up System Schedule
			2010-2015	Hard copy: Filed chronologically in folder and stored in steel cabinet	Locked after office hours / Restricted access / Pest control				Dispose on the 11 th year
4	FAD	Cashier	Validated LDDAP	Hard copy: Filed chronologically in folder and stored in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by fund code and date	3 years	7 years	Dispose on the 11 th year
			2010-2017						
5	FAD	Cashier	Check Advise to Debit Account Disbursement Record (CADADR)	Excel file in PC	Access Password; Backed-up files; virus protection	Identified by fund code and date	3 years	7 years	Refer to IT Storage and Back-up System Schedule
			2010-2017	Hard copy: Filed chronologically and stored in steel cabinet	Locked after office hours / Restricted access / Pest control				Dispose on the 11 th year
6	FAD	Cashier	List of Unreleased Checks	Excel file in PC	Access Password; Backed-up files; virus protection	Identified by fund code and date	3 years	7 years	Refer to IT Storage and Back-up System Schedule
			2010-2017	Hard copy: Filed chronologically and stored in steel cabinet	Locked after office hours / Restricted access / Pest control				Dispose on the 11 th year

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NO.	DIV.	RECORD OWNER	RECORDS IDENTIFIED	STORAGE METHODS	PROTECTION METHODS	RETRIEVAL METHODS	RETENTION PERIOD		DISPOSAL METHOD
							ACTIVE (-2020)	ARCHIVE/ PERMANENT	
7	FAD	Cashier	Report of Collections and Deposits 2010-2017	Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; virus protection Locked after office hours / Restricted access / Pest control	Identified by date	3 years	2 years	Refer to IT Storage and Back-up System Schedule Dispose on the 6 th year
8	FAD	Cashier	Logbook for Checks for Payment of Remittances 2010-2018	Filed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by date and name of payee	2 years	1 year	Dispose on the 4 th year
9	FAD	Cashier	Notice of Cash Allocation (NCA) Received 2010-2018	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: filed in folder and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	2 years	Permanent	To be filed in appropriate record series
10	FAD	Cashier	Advise to Debit Account- Payroll 2010-2017	Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; virus protection Locked after office hours/ Restricted access/Pest control	Identified by fund source; date	3 years	7 years	Refer to IT Storage and Back-up System Schedule Dispose on the 11th year
11	FAD	Acctg.	Reports of Accountable Forms and other Reports Required by COA 2010-2017	Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	3 years	7 years	Refer to IT Storage and Back-up System Schedule Dispose on the 11th year
12	FAD	Acctg.	Annual Information Return of Income Taxes Withheld on Compensation/ Expanded 2010-2017	Filed chronologically and stored in steel cabinet	Locked after office hours / Restricted access/Pest control	Identified by date or name	2 years	2 years	Dispose on the 5 th year
13	FAD	Acctg	Bank Statement Reconciliation	Excel file in PC	Access Password; Backed-up files; anti-virus protection	Identified by date	5 years	5 years	Refer to IT Storage and Back-Up System Schedule

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QUALITY PROCEDURE ON CONTROL OF RECORDS	DOC. NO.: PCIEERD-QP-005	REV. NO. 1
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NO.	DIV.	RECORD OWNER	RECORDS IDENTIFIED	STORAGE METHODS	PROTECTION METHODS	RETRIEVAL METHODS	RETENTION PERIOD		DISPOSAL METHOD
							ACTIVE	ARCHIVE/ PERMANENT	
			2010-2015	Hard copy: Filed chronologically and stored in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by date	5 years	5 years	Dispose on the 11 th year
14	FAD	Acctg	BIR Monthly Remittances – TRA 2010-2018	Generated report from BIR System converted to Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by year, by month, by JEV No	2 years	Permanent	Refer to IT Storage and Back-up System Schedule Dispose on the 11 th year
15	FAD	Acctg	Journal Entry Vouchers for: -Liquidation of Releases -Collections and Deposits -Liquidation of CAs for Official Travels 2010-2017	e-NGAS in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date and name	3 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filled in appropriate record series
16	FAD	Acctg	Financial Reports: -Trust Acct; DOST GIA -PCIEERD GIA	e-NGAS in PC Hard copy: Filed chronologically with Project Files and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by project title or date	Active while project is on-going	Permanent	Refer to IT Storage and Back-up System Schedule To be filled in appropriate record series
17	FAD	Acctg	Bond of Accountable Officers 2010-2017	Placed in data file folder and filed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by name or date	3 years	3 years	Dispose on the 7 th year

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18	FAD	Acctg	Report of Completed Disbursement Vouchers (for submission to COA) 2010-2017	Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access/Pest control	Identified by date	3 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filled in appropriate record series
19	FAD	Chief AO/ Acctg	Audit Observation Memo (AOM), Notice of Disallowance, Notice of Suspension 2010-2019	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: filed in folder and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by Control No. or Date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule To be filled in appropriate record series
20	FAD	Budget	Special Allotment Release Orders (SARO) 2010-2017	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: filed in folder and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by year	3 years	2 years	Refer to IT Storage and Back-up System Schedule Dispose on the 6 th year
21	FAD	Budget	Budget Proposal 2010-2017	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: filed in folder and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by year	3 years	1 year	Refer to IT Storage and Back-up System Schedule Dispose on the 6th year
22	FAD	Budget	Budget Reports -Obligation Requests and Status of Funds -Registry of Allotment, Obligations & Disbursements (RAOD) 2010-2017	Generated report from eBudget System; Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by payee or subject	3 years	1 year	Refer to IT Storage and Back-up System Schedule Dispose on the 5 th year

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23	FAD	Budget	List of Grants-in-Aid (GIA) Projects <div>2010-2017</div>	Excel file in PC ----- Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by project title arranged in alphabetical order	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
24	FAD	Property	Property Acknowledgment Receipt (PAR)	Generated report from Property Information System (PIS) ----- Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by employee's name	Permanent	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
25	FAD	Property	Property Transfer Report (PTR) <div>2010-2017</div>	Generated report from Property Information System (PIS) ----- Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by employee's name	3 years	1 year	Refer to IT Storage and Back-up System Schedule ----- Dispose on the 4 th year
26	FAD	Property	Inventory Custodian Slip (ICS) <div>2010-2019</div>	Generated report from Property Information System (PIS) ----- Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by employee's name	1 year	1 year	Refer to IT Storage and Back-up System Schedule ----- Dispose 1 year after separation from service of accountable officer/return of item to Property Section

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27	FAD	Property	Deed of Donation 2010-2018	Excel file in PC Hard copy: Filed chronologically and stored in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	2 years	1 year 2014	Refer to IT Storage and Back-up System Schedule Dispose 1 year after final settlement and post audit
28	FAD	Property	PCIEERD Equipment Inventory Report 2010-2018	Generated report from Property Information System (PIS) Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by project title, by fund source	2 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
29	FAD	Property	Project Property and Equipment 2010-2018	Generated report from Property Information System (PIS) Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by project title by item	2 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
30	FAD	Property	Gate Pass Slip/Borrower's Slip 2010-2019	Generated report from Property Information System (PIS) Hard copy placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	1 year	1 year	Refer to IT Storage and Back-up System Schedule Dispose after two years of issuance
31	FAD	Property	Trip Tickets 2010-2019	Filed in data folder; stored in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by vehicle and date	1 year	1 year	Dispose after 1 year

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32	FAD	Property	Gasoline Fuel Consumption Report 2010-2018	Excel file in PC ----- Hard copy: Filed in data folder; stored in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	2 years	2 years 2014	Refer to IT Storage and Back-up System Schedule ----- Dispose after two years of issuance
33	FAD	Procurement	Purchase Documents -Purchase Request -Purchase Order -Job Order/WorkOrder -Notice of Delivery -Agency Procurement Request -Inspection and Acceptance Report -Requisition and Issue Slip -Report of Supplies and Materials Issued - Request for Repair/ Pre/ Post-Repair Inspection -Report of Waste Materials -Supplier Performance Eval'n. Form	Placed in data folder and filed in steel cabinet. Supporting documents generated from PIS	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by control number; by date	2 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
34	FAD	Procurement	Bid Documents 2010-2017	Placed in data folder and filed in steel cabinet; Other documents stored in ADMATEL Bldg.	Locked after office hours / Restricted access / Pest control	Identified by Project Title; year	Active while the project is ongoing	3 years	Dispose 1 year after the completion of contract
35	FAD	Procurement	Quotations 2010-2019	Placed in data folder and filed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by year	1 year	1 year	Dispose on the end of 2 nd year
36	FAD	HR	Recruitment, Selection, Placement (RSP) -Application Letters -Promotion and Selection Board Recommendation/ Decisions -Report on Appointments Issued; Separation -Merit Selection Plan 2010-2019	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive ----- Hard copy: Placed in data file folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series

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37	FAD	HR	Learning and Development (L&D) -Competency Framework -Training Needs Assessment -Training Invitations -Scholarships/ Training Contracts -Travel/Training Reports -Echo Seminar Materials -Personnel Development Committee decisions 2010-2019	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: Filed in date file folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date or name of personnel	1 year	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
38	FAD	HR	Rewards and Recognition (R&R) -PRAISE -Model Employees -Incentives for Retirees -Economic Assistance and Welfare 2010-2018	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: Filed in date file folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date or name of personnel	2 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
39	FAD	HR	Performance Management -IPCR, PEF -DTR 2010-2015	E-copy: Existing systems (TRACE; FAD-Records systems folder); hard drive Hard copy: Filed in date file folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date or name of personnel	5 years	5 years	Refer to IT Storage and Back-up System Schedule Dispose after 10 yrs
40	FAD	HR	PCIEERD Organizational Chart 2010-2015	Filed in data folder and placed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by date	5 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
41	FAD	HR	201 Files (Personnel Files) - Appointment - Assignment Order -Contract of Service -SALN; Notice of Salary Adjustment/s - Marriage Contract - Medical Certificate - NBI Record - Notice of Assumption - Oath of Office	Filed in data file folder and placed in steel cabinet	Locked after office hours/ Restricted access/ Pest control	Identified by name, arranged alphabetically	Permanent	Permanent	Follow applicable CSC rule on disposition of 201 files

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			- Personal Data Sheet (Latest) - Certificate of Eligibility / Professional License - TOR, Diploma - Change of Marital Status - Scholarship/Training Contract - Training Certificate - Service Record (latest) - Administrative Case with Decision - Office Clearance - Extension of Service - Dropping from the Rolls - Reinstatement	Placed in folder & filed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by name arranged alphabetically	Permanent	Permanent	Follow applicable CSC rule on disposition of 201 files
42	FAD	HR	Plantilla of Personnel; List of Personnel	Excel file ----- Hard copy: placed in data folder and filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	Permanent	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
43	FAD	HR	Logbook of Notarized Documents 2010-2018	Placed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by date	2 years	Permanent	To be filed in appropriate record series
44	FAD	FAD Chief; FAD Secretary	Communications Letters, Announcements, Directives/ Issuances, Invitations, PMT and Governing Council Agenda and Resolutions 2010-2019	E-copy: Existing systems (TRACE; hard drive) ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by year/barcode number	1 year	1 year	Refer to IT Storage and Back-up System Schedule ----- Dispose at the end of the 2 nd year
45	OED-IG	Info. Officer	News Clippings 2010-2019	Placed in data folder & filed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	To be filed in appropriate record series

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46	OED-IG	Info. Officer	Exhibit Materials 2010-2019	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access/ Pest control	Identified by date	1 year	1 year	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
47	OED-IG	Info. Officer	Press Releases 2010-2019	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	To be filed in appropriate record series
48	OED-IG	Info. Officer	Press Conference Materials 2010-2019	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access/Pest control	Identified by date	1 year	1 year	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
49	OED-IG	Info. Officer	FAQs for Radio and TV interviews 2010-2019	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet Filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access/ pest control	Identified by Title of Activity	1 year	1 year	Refer to IT Storage and Back-up System Schedule Dispose after 2 year
50	OE D-IG	Info. Officer	PCIEERD Publications -Annual Report -Flyers/brochures -Newsletters -Quarterly Reports 2010-2017	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet Filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access/ pest control	Identified by date/title/ volume/issue	3 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
51	OE D-IG	Info. Officer	Customer Feedback/ Evaluation Forms 2010-2019	Filed in data folder and placed in steel cabinet	Locked after office hours/ restricted access/ pest control	Identified by title of activity	1 year	1 year	Dispose after 2 years

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52	RITTD	SRA	List of Technologies for Transfer/List of Technologies Commercialized 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet Filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
53	RITTD	SRA	Technology Transfer files -Technology Profile -Communications -Letter of Intent (LOI) -Technology Transfer Template -MOA/Technology Transfer Agreement 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet Filed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by the project title/name of adaptor	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
54	OED/ ODED	QMR/ DQMR	ISO-Quality Management System Files -Management Review -Audit Plans and Programs (Internal and External) -Summary of Audit Findings (Internal and External) -Customer Satisfaction Feed-back -Process Performance and Service Non-conformity -Correction and Corrective Action Requests -Changes that could affect QMS -Recommendations for Improvement 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet Filed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by the title and date	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
55	OED/ ODED	QMR/ DQMR	Risk Registry 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Pw; Backed-up files; anti-virus protection ----- Locked after office hrs/Restricted ed access / Pest control	Identified by title	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
56	OE D/ OD ED	DC	Document Distribution List 2010-2019	Filed in data folder and placed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by title	1 year	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series

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							ACTIVE	ARCHIVE/ PERMANENT	
57	OED/ ODED	DC	Obsolete Documents -Master copy -Controlled copy - E-copy documents 2010-2019	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title and date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
58	OED/ ODED	DC	Minutes of Meetings of the ISO Core Team 2010-2019	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
59	PCMD	Sr. SRS	Minutes of Meetings -PMT -GC Resolutions 2010-2019	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule ----- Dispose extra copies after 1 year
60	PCMD	Sr. SRS	Plans and Performance Reports -MTPDP, MTPIP, NSTP 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by date	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series

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							ACTIVE	ARCHIVE/ PERMANENT	
61	PCMD	Sr. SRS	Budget-Annual GAA Proposal, Accomplishment Report 2010-2019	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
62	PCMD	Sr. SRS	Licensed and Open Source Installation CDs and Manuals, Certificates/ Agreements	Placed in bookshelves	Locked after office hours/ Restricted access/ Pest control	Identified by title	Until obsolescence of hardware/ software	10 years	Dispose after 10 yrs of obsolescence
63	PCMD	Sr. SRS	Training Manuals - Assessment Reports	Placed in bookshelves-ITMU	Locked after office hours/ Restricted access/ Pest control	Identified by title	Until obsolescence	10 years	Dispose after 10 yrs of obsolescence
64	PCMD	Sr. SRS	Systems Manuals	Placed in bookshelves-ITMU	Locked after office hours/ Restricted access/ Pest control	Identified by title	Until obsolescence	Permanent	To be filed in appropriate record series
65	PCMD	Sr. SRS	Information Systems Strategic Plan (ISSP) 2010-2015	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by title or date	5 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
66	PCMD	Sr. SRS	Preventive Maintenance Plan and Assessment Report 2010-2017	E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by title or date	3 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series

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							ACTIVE	ARCHIVE/ PERMANENT	
67	PCMD	Sr. SRS	Hardware and Software Inventory 2010-2019	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title or date	1 year	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
68	PCMD	Sr. SRS	ICT Policy	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title	Until revoked or suspended	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
69	PCMD	Sr. SRS	Data Back-up and Recovery Plan 2010-2017	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title	3 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
70	ETDD/ EUSTDD/ HRIDD/ ITDD/ PCMD RITDD	All Project Managers	1.Sectoral Plan/ Program/ Roadmap 2010-2017	E-copy: Saved in PC Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection Locked after office hours / Restricted access / Pest control	Identified by title	3 years	Permanent	Refer to IT Storage and Back-up System Schedule To be filed in appropriate record series
71	ETDD/ EUSTDD/ HRIDD/ ITDD/ PCMD RITDD	All Project Managers	1.DISAPPROVED PROPOSALS 2010-2017	PMIS; TRACE -----	Access Password; Backed-up files; anti-virus protection -----	Identified by title	3 years	3 years	Refer to IT Storage and Back-up System Schedule -----

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							ACTIVE	ARCHIVE/ PERMANENT	
			2.APPROVED PROPOSALS/ ONGOING PROJECTS -Detailed Project Proposal -Results of Evaluations of the PMT, TP, EXE-COM, and GC -Memo. of Instructions/ Agreements -DOST Forms -Progress/Accomplishment Reports (Technical and Financial) -Communications/ Correspondences -Monitoring & Assessment Reports 3.COMPLETED PROJECTS -Terminal Report -Audited Financial Report -DOST Forms I, J -AREs -Appraisal Report	Hard copy: Filed in data folder and placed in steel cabinet	Locked after office hours / Restricted access / Pest control	Identified by title	3 years after completion	Permanent	Permanent records to be filed in appropriate record series Dispose non-permanent records after the prescribed archival years
72	ETDD/ EUSTDD/ HRIDD/ ITDD/ PCMD RITDD	All Project Monitors; All Concerned Personnel	Non-Disclosure Agreement <div style="color: red; font-weight: bold;">2010-2015</div>	PMIS; TRACE ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by Project Title or Name of TP Member or Consultant	5 years	Permanent	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series
73	HRIDD	Sr. SRS	APPROVED APPLICATIONS - PCIEERD HRDP-related files (i.e, Scholars; YIP grantees) -Balik Scientist Program -Institution Development Program <div style="color: red; font-weight: bold;">2010-2015</div> DISAPPROVED APPLICATIONS	PMIS; E-copy: Saved in PC ----- Hard copy: Filed in data folder and placed in steel cabinet	Access Password; Backed-up files; anti-virus protection ----- Locked after office hours / Restricted access / Pest control	Identified by name of grantee/ institution	5 years ----- 3 years	Permanent ----- 3 years	Refer to IT Storage and Back-up System Schedule ----- To be filed in appropriate record series

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74	HRIDD	Sr. SRS	Regional Consortia Files	E-copy: Saved in PC	Access Password; Backed-up files; anti-virus protection	Identified name by of	3 years	Permanent	Refer to IT Storage and Back-up System Schedule
			2010-2017	Hard copy: Filed in data folder and placed in steel cabinet	Locked after office hours / Restricted access / Pest control				To be filed in appropriate record series

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