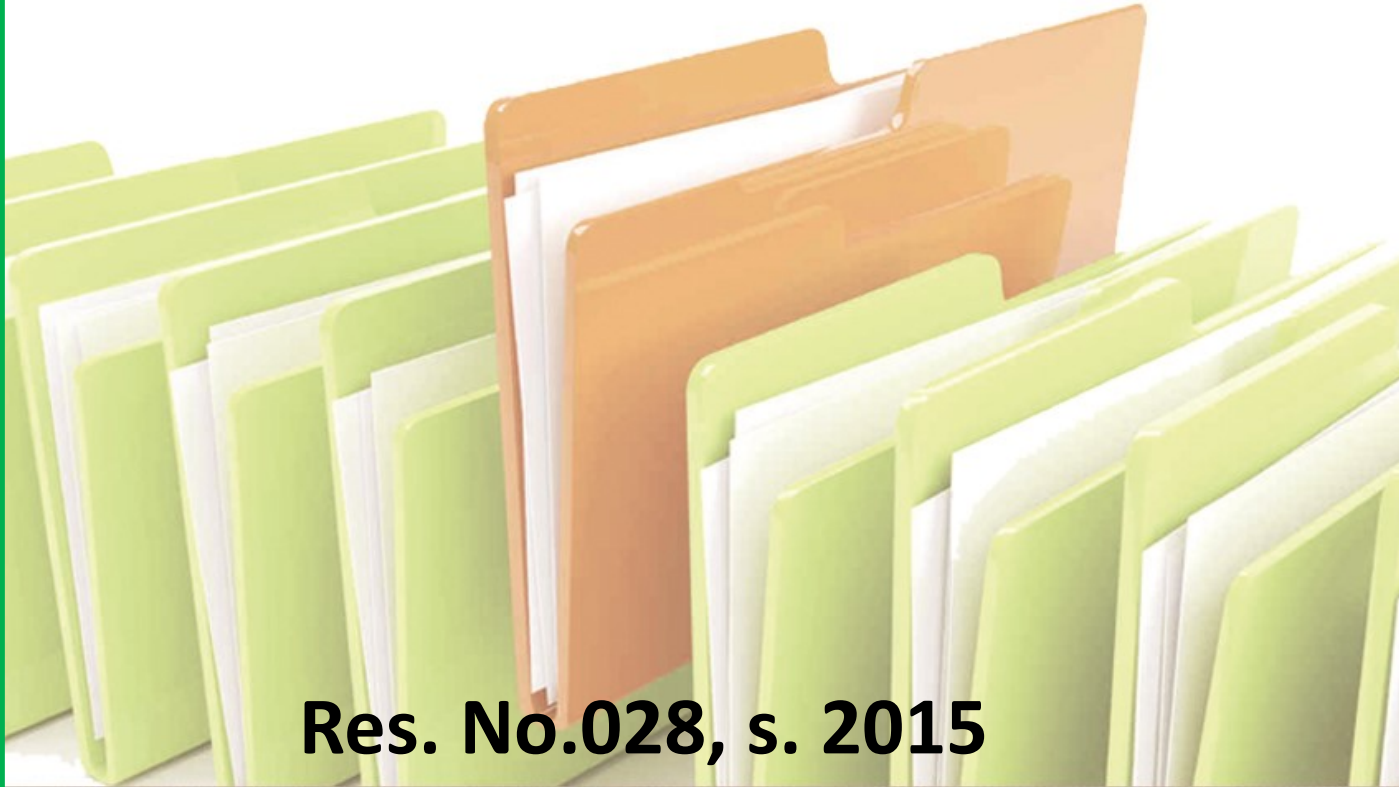




**Records  
Management  
Manual**



**Res. No.028, s. 2015**

## **PREFACE**

The Records Management Manual shall primarily serve as a definite source of instruction and guidance on the basic principles of a sound records and information management practices applicable to the types and nature of the Polytechnic' s records.

As such, it shall also serve as the basis of the campuses, departments, divisions/units to carry out a records management program in accordance with the policies and procedures outlined herein.

It is intended to designate authority for the implementation of a "CENTRALIZED CONTROL WITH DECENTRALIZED FILES SYSTEM" plan for all paperwork activities and all phases of the records management program. It will establish uniform application and practices, in the creation, processing, maintenance, retention, disposition and preservation of records with archival values.

The Records Management Manual shall be made available to all personnel of the Polytechnic especially the records keeper for the efficient, effective, timely, accurate and economical delivery of information to its users and clients.



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## **The Philosophy, Vision, Mission & Goals of the College**

### **VISION**

**A vibrant and dynamic Philippine educational center.**

### **MISSION**

**To provide progressive, relevant and accessible education that will contribute to a well rounded community development.**

### **GOALS**

**GOAL 1.** Produce locally and globally competitive graduates.

**GOAL 2.** Conduct quality/need based researches.

**GOAL 3.** Sustain implementation of research-based extension programs that are of service to the community.

**GOAL 4.** Advocate sound resource management and systematic delivery of support services.

## **RECORDS OFFICE MISSION**

To provide efficient and cost effective records management services to offices, employees and clients of the college.



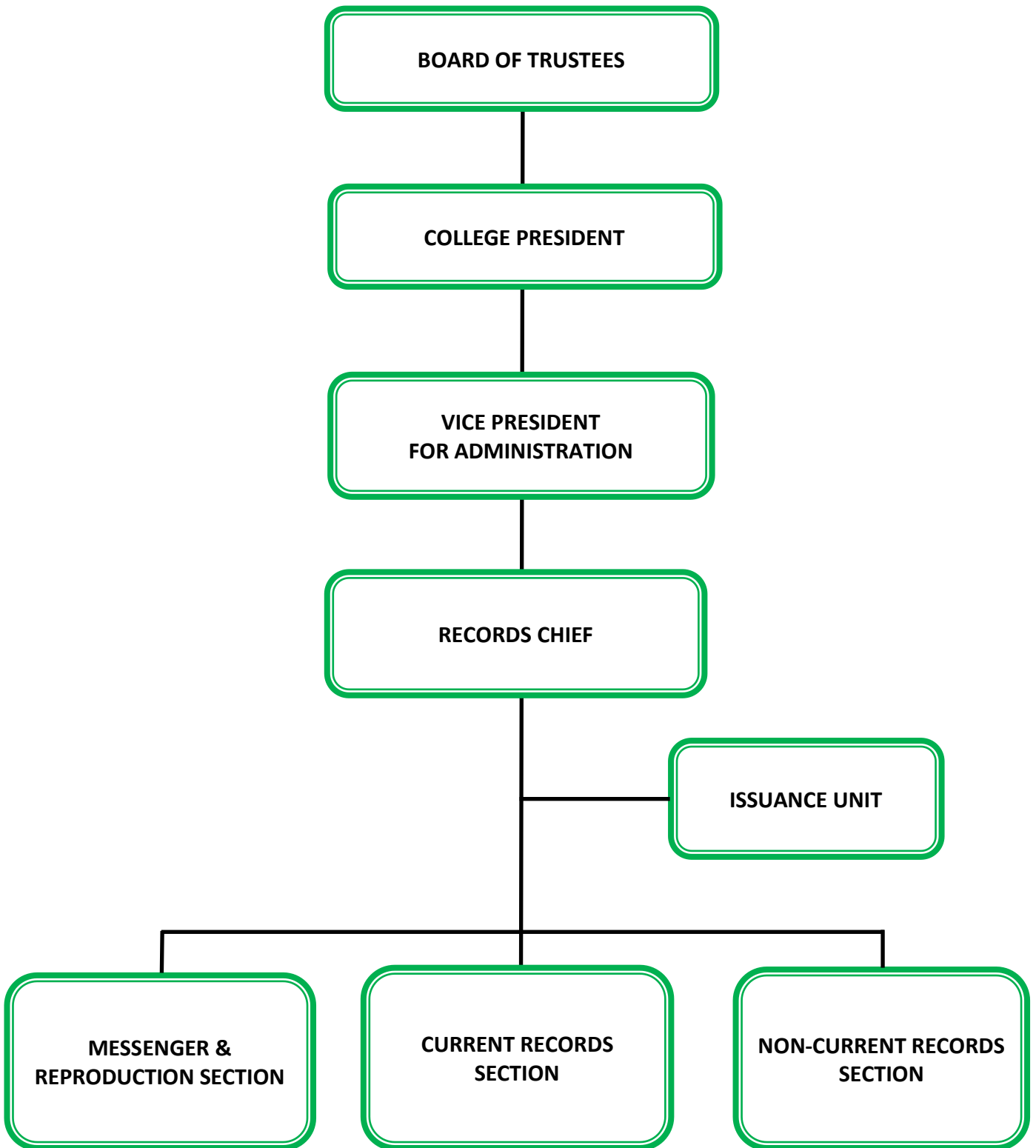
## MPSPC RECORDS CENTER (PROPOSED)

### COMPOSITION OF THE RECORDS CENTER

The Records Center shall be composed of the following personnel to effectively and efficiently provide records services:

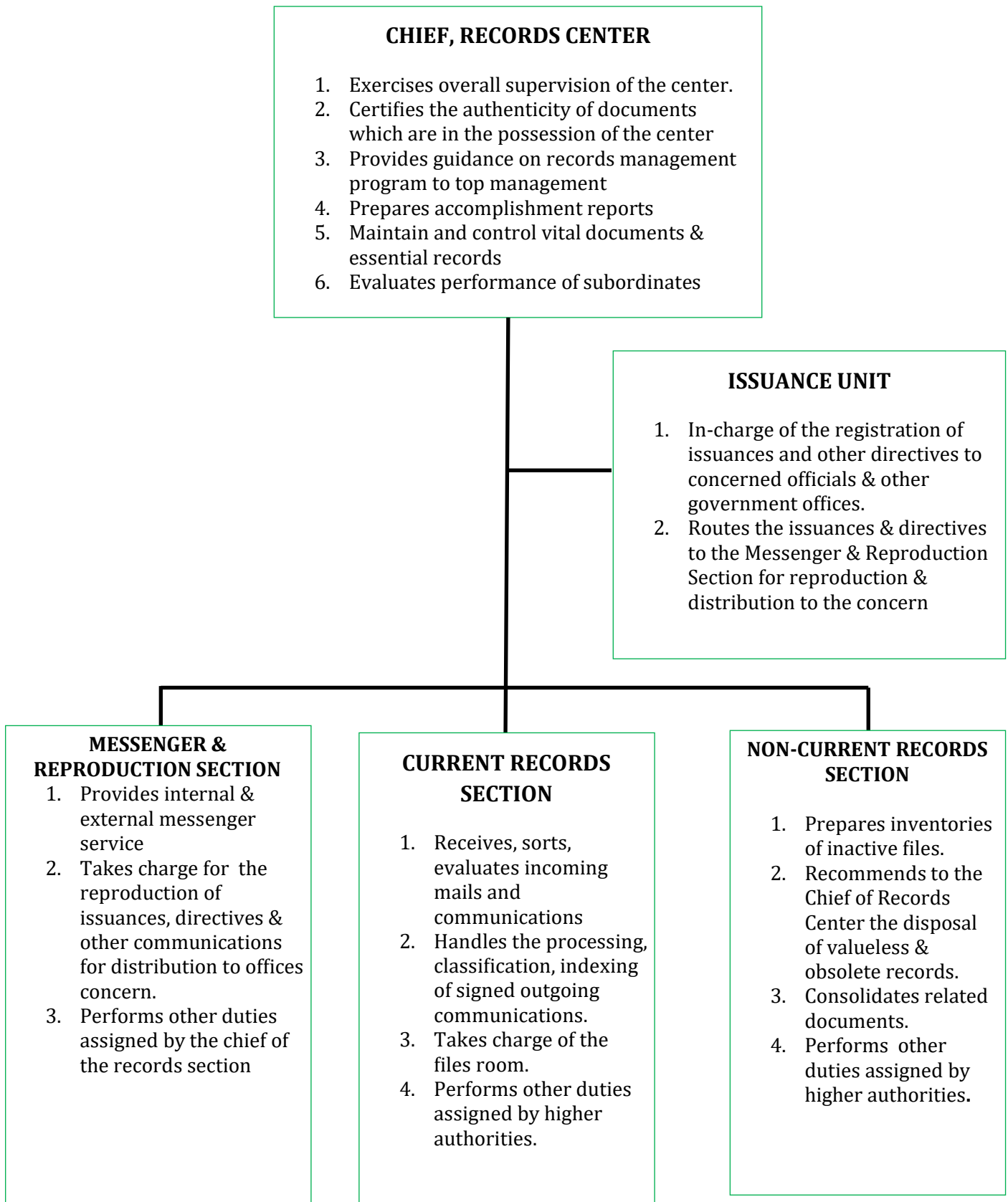
DESIGNATION	NUMBER OF STAFF
Chief of Records Center	1
Issuance Unit/Section	1
Messenger and Reproduction Section	1
Current Records Section	1
Non-Current Records Section	1
<b>TOTAL</b>	<b>5</b>

# ORGANIZATIONAL STRUCTURE OF THE RECORDS CENTER



**FUNCTIONAL CHART**





## RECORDS MANAGEMENT POLICY STATEMENT



The Mountain Province State Polytechnic College has established the Records Unit with the Records Management Improvement Program (RMIP) and the creation of the Records Management Improvement Committee (RMIC) to assist in the management of its records.

The objectives of the program are: a) to promote a sound records management practices; b) to ensure economy and efficiency in the creation, maintenance, use and the retrieval of records wherever located in the college; to establish and monitor a program of records disposition in order to assure that records are maintained longer than necessary but at the same time are maintained as long as records are needed to meet administrative and legal requirements; and d) to assure the protection of records vital to the college.

With regards to administrative records of all its offices and employees, including members of the faculty, whose regular or occasional performance of duties puts them in possession of files, records or documents pertaining to such duties, such files, records or documents including but not limited to correspondence, reports, writings and other papers, records, maps, photographic files, tapes, CDs, DVDs, external drives and prints are the property of MPSPC, and as such, should not be permanently removed from the college nor destroyed except in accordance with the Records Retention and Disposition Schedules (RRDS) established by the National Archives of the Philippines (NAP) and the Records Management Improvement Committee (RMIC) as recommended by the Records Office.

The Records Office shall be responsible in the establishment of a sound records management system in the college. To improve the delivery of services, the creation of the Records Management Improvement Committee (RMIC) is recommended which shall adopt the "Centralized Control with Decentralized Files System" plan. Under the plan, records are controlled in one unit and files are deposited in different file stations or repositories.

## **SYSTEMS AND PROCEDURES**

### **A. HANDLING OF INCOMING MAILES AND COMMUNICATIONS**

- Official correspondences and communications intended for the College, whether addressed to the college president, vice presidents, heads of divisions and units, BOT secretary and other officials, shall be coursed through the Current Records Section for recording and stamping received. The communication then should be passed to the Messenger and Reproduction Section for routing to concerned action units.

- All incoming communications either by mail, fax, electronic mail or by messenger service shall be received by a designated employee at the Current Records Section and must be logged in the Registry for Receiving. All columns of the registry must be completed. The details to be entered initially are:
  - a. Control number
  - b. Date of communication
  - c. Date/time received
  - d. source/origin
  - e. subject matter/particulars
  - f. office assignment or routing
  - g. action taken
  - h. date of release
  - i. remarks

*(See Appendix A: Registry for Receiving)*

- All communications concerning the College shall be forwarded to the Office of the President for his/her information and necessary actions. These will be recorded in a logbook similar to the Registry for Receiving.
- For important communications which have direct bearing on the management of the college, a reproduced copy will be left at the Office of the President for filing.
- All communications coming from the Office of the President are then brought to the Issuance Unit for recording and proper dissemination.

## **B. HANDLING OF OUTGOING COMMUNICATIONS**

- All outgoing communications shall be coursed through the Issuance Unit of the Records Center and logged in the Registry for Releasing. The personnel shall check the completeness of enclosures/attachments including signatures. All columns of the registry must be completed. The details to be entered initially are:
  - a. control number
  - b. date received for dispatch
  - c. date dispatched
  - d. mode of dispatch
  - e. name and address of addressee

- f. subject matter/particulars
- g. origin
- h. remarks

*(See Appendix B: Registry for Releasing)*

- All outgoing communications shall be recorded by the personnel at the Issuance Unit and then turned over to the Messenger and Reproduction Section for mailing or distribution to all offices/individuals concerned.
- For communications which do not require mailing, these shall be recorded in the same registry with the signature of the person receiving it in the column for remarks.
- Communications forwarded to any office in the College for appropriate action shall be returned to the Messenger and Reproduction Unit for proper routing.
- Employees who have been separated/retired from MPSPC shall not be allowed to get records from the Human Resource Management Office and the Records Office unless he/she has written permission/clearance from the office of the President.

## **C. OTHER POLICIES IN HANDLING CORRESPONDENCE AND COMMUNICATION**

1. *Opening of Mails and Communications.* To pinpoint the responsible employee and to prevent misunderstanding, the personnel at the current records section shall be authorized to open all official mails and communications addressed to officials of the Polytechnic except those marked "PRIVATE", "PERSONAL", and "CONFIDENTIAL." All incoming correspondences when opened shall be stamped received by the one receiving the document at the current records section. Furthermore, the College shall discourage personnel from using official channels for purely personal mail.
2. *Issuance of Certified Copy.* The Records Officer, who is the chief of the Records Center is authorized to issue a certified copy/copies or certification of its authenticity, based on the original document or official file of the College.
3. *Messenger Service.* The personnel at the messenger and reproduction section shall provide internal and external messenger services. It shall see to it that "urgent", "rush" and "confidential" communications shall be delivered to those concerned within 24 hours from receipt thereof.

For notices of meetings, he shall be tasked to notify all people concerned and shall keep a record that these notices were properly received.

4. Use of File Classification Scheme . Classification of records and documents shall be based on approved File Classification Scheme (*Appendix C*) and shall be the responsibility of the staff at the Current Records Section. No records shall be filed without any classification.
5. Use of Cross-Reference Sheet. When two or more persons or subjects are involved in a document, a cross –reference sheet (*see Appendix D*) shall be provided indicating the location of the official file. Should the document consist of only one page, a reproduced copy may be used for the purpose and the original copy must be placed on the file for which it has most relevance. Place the photocopies on the other files to which the document relates.
  - If a letter/communication which refers to earlier communication is received, the office personnel at the current records section should write the folio number of the previous communication on the new letter and then place it on the same file as the earlier communication.
6. Use of Charged-Out Receipt/Card. As a general policy and for purpose of control and accountability, only authorized personnel are allowed to have access or borrow records from the Records Office. Whenever necessary, a charge-out card/receipt (*see Appendix E*) indicating the name and office of the borrower, date it was borrowed, and the date that the file was returned to the Records Office shall be issued. This form shall be prepared in duplicate.
  - Only the staff in the Records Office should remove records from their storage places.
  - If the record is valuable, a reproduced copy shall be brought out rather than the original. For confidential records, it is the responsibility of the Chief of the Records Center to see to it that these confidential records are not released without proper authority.
  - Periodic inventory (weekly) of all charge-out cards/receipts shall be done. If records were not returned after the inventory, the personnel at the records office shall make a follow-up for its return.
7. Filing Methods and Procedures. For purposes of standardization, all files shall not exceed one (1) inch thick. Additional folder/s shall be provided for files in excess thereof.

No records shall be filed without compliance with the other control processes, such as cross-referencing, indexing, etc.

Each office shall adopt filing methods and procedures appropriate for their needs.

The Records Office shall adopt the following filing methods and procedures:

- a. Classify the records into major subjects:
  1. Administrative Matters
  2. Fiscal/Financial Matters
  3. Legal Matters
  4. Personnel Matters

5. Academic Matters
  6. Research
  7. Extension
  8. Production
  9. Procurement & Supply
- b. Classify records using subject classification. Records are classified and arranged by subject in alphabetical sequence.
  - c. Procedures in Filing
    - Records received should be marked "FILE COPY." The name and signature of the receiving personnel should be affixed to the document and the date should be stamped on the record to show the date the Records Office assumes responsibility.
    - Fax messages should be photocopied. The photocopy will be the one to be filed.
    - Records should not be allowed to accumulate on tables but should be filed before the close of the day.
    - Records should be checked for classification.
    - A code should be placed on the record to indicate its file classification and retention period.
    - All copies of records should be checked to eliminate the retaining of unnecessary attachments.
    - All pins and clips should be removed and records of more than one (1) page should be stapled. Torn pages should be mended.
    - Place records in the proper sections of the folder, with the most recent record on top and the left side of each document in the crease of the folder.
    - If certain documents are too large to fit in the folder, insert a cross-reference card/ sheet that locates them in a special area .
    - When more than one subject or persons are covered in a record, it should be cross-referenced. Another copy of the record should be prepared and filed under the other subject. The cross-reference should be indicated under the original classification.
    - To aid in locating a record which had reached the Records Office but not yet filed, these should be sorted alphabetically according to its classification.
    - During filing, the following should be observed:
      - a. The subject of the record should always tally with the label of the folder.
      - b. Records placed in folders should be in chronological order, keeping the latest date first.

- c. Folders should not be bulging. It should contain only the number of records it is designed to hold.
- If necessary, use "Cut-Off" periods or File Breaks. Cut off old files and establish new folders at the end of the year.

#### **D. HANDLING ISSUANCES AND DIRECTIVES**

All signed administrative issuances and directives, regardless of purposes shall be processed at the Issuance Unit of the Records Center in accordance with established procedures as follows:

1. Register all issuances and directives in the Registry for Administrative Issuances and Directives. Fill out the columns completely. The details to be entered initially in the registry are the following:
  - a. Type of Issuance/Directive
  - b. Number
  - c. Date of Issue
  - d. Source/Origin
  - e. Subject Matter
  - f. Other Relevant Information
  - g. Remarks

*(See Appendix F. Registry for Administrative Issuances and Directives)*

2. Reproduce sufficient copies for dissemination and provide a copy for reference and back up file purposes.
3. Prepare title guides by types of issuances and directives in chronological order and provide indices by subject, names of individuals and organizations as may be indicated;
4. Maintain a separate filing system for originals of administrative issuances and directives; and
5. Maintain a separate filing system of laws and issuances received from other government agencies.

#### **E. HANDLING OF NON-CURRENT RECORDS**

The personnel at the Non-Current Records Section shall spearhead the inventory, appraisal, and disposition of records of the College. He/She shall also determine the schedule of records inventory, appraisal and disposition.

1. Records Inventory. All records shall be perused and inventoried as basis in preparing a Records Disposition Schedule and Records Classification Schedule.
2. Records Appraisal. All records shall be examined to determine their value.

The value of records must be determined from the viewpoint of the entire organization rather than from one department or individual as classified below:

- a. Administrative Value. If it helps the Polytechnic perform its current work or if it will help perform future work.
  - b. Legal Value. If it contains evidence of legally enforceable rights or obligations of the government.
  - c. Fiscal Value. If it pertains to the financial transaction of the Polytechnic.
  - d. Archival Value
    - 1) Research/Informative Value. If it contains data on experiments and investigations for use in the conduct of further scientific researches;
    - 2) Historical/Evidence. If it refers to policy records relating to the organization, the plans, the methods and techniques and the rules and procedures which the Polytechnic or its campuses adopted to carry its functions.
3. Records Disposition. All records that are necessary to protect the interest of the organization are properly maintained and all records that cease to have value are promptly disposed of.

a. Functions:

- 1) To store inactive records;
- 2) To eliminate useless records; and
- 3) To preserve records with value.

All records that are valueless shall be destroyed. These are records that have reached their prescribed retention periods and usefulness to the college or the government as a whole.

If the material is not confidential, it may be disposed of by simply dropping it in the basket or may be recycled. However, when the information contained therein is confidential, it should be destroyed by shredding.

b. Procedures:

- 1) Preparation of records inventory;
- 2) Submission of records inventory to the Records Management Improvement Committee (RMIC) for evaluation and appraisal;
- 3) Submission of the RMIC recommendation to the Agency Head for approval;
- 4) Accomplishment of the "REQUEST FOR AUTHORITY TO DISPOSE OF THE RECORDS" and submission by the Agency Head to the National Archives of the Philippines (NAP) in Manila for approval;
- 5) Actual Disposition of the records to authorized buyer in the presence of a COA and Polytechnic representatives.

- Representatives who shall be present during the records appraisal shall be present during the records disposal. A Records Destruction Certificate must be properly filled out before the schedule of the disposal of the records to



ensure that the records to be disposed are the same as those which they appraised and examined.

- A representative from the Commission on Audit (COA) and the Polytechnic shall determine the volume of records to be disposed and the manner of disposal.
- The volume of records shall be computed based on this formula: No. of kilos x .0028 = \_\_\_\_\_ cu.m. of which shall be sold to authorized buyer.
- The National Archives of the Philippines General Circular No. 2 dated January 20, 2009 is adopted by the College on the disposal of its valueless records. (*Appendix G*)

c. Proceeds of Sale

If valueless records are sold, all proceeds realized from the sale shall be included as income of the Polytechnic.

4. Transfer of Inactive Records.

- No inactive record shall be accepted for transfer to the storage area without proper inventory and an accomplished inventory Transfer List ( *see Appendix H*) in duplicate, duly signed by the head of the transferring unit.
- These inactive records shall be received by the Non-Current Records Section of the Records Office for proper disposal.
- The receiving clerk inspects the records for transfer and validates and certifies to the completeness of the contents as listed on the Inventory Transfer List. After which he/she signs the inventory transfer list and retain the original copy for their file.

5. Transfer of Archival Materials.

- The head of the Records Center shall have the responsibility to transfer all materials with continuing value as determined by the Records Management Improvement Committee (RMIC) to the Archives for posterity. Such transfer shall be accompanied by an Inventory Transfer List.

## F. MANAGING ELECTRONIC RECORDS

Electronic or machine readable records are data in a form that can be read and processed by a computer and may include but are not limited to data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and electronic messages, as well as other text or numeric information. Handling such records including audio-visual records is the responsibility of the staff at the Current Records Section which involves the following:

- Certain basic records management principles apply to any record, whether in a file cabinet or on a computer disk. Proper labeling, indexing, and preservation actions are necessary to ensure that electronic records are available and accessible throughout their useful life.
- All electronic media should be labeled to facilitate identification and retrieval, either with physical or electro-magnetic methods. External labels applied to disks should include the



originating office, title, begin and end dates, what software and version was used to create the records .

- Filing conventions should be simple. One effective system is to file similar documents/ records in the same place, such as, on the same labeled disk or in the same directory on a hard disk. This method enables quick access to information.
- Backup files onto disks often – preferably after every update in order to protect electronic documents from loss and corruption. System-wide backups should be performed periodically. Ideally, backups should be kept off site.
- Communications received or sent through electronic mails on computers need to be printed so that a copy is placed on file. In all cases when incoming electronic mail is printed for filing, any outgoing reply should also be printed and filed with the incoming message. Where possible, e-mail messages should relate to one subject only to facilitate filing. If an e-mail relates to several subjects, copies will need to be made and placed on the appropriate files.
- Unauthorized persons should not be allowed to have access to the computer or to the CDs/DVDs/diskettes or tape files and records. Even people with good intentions can enter commands that will delete files or reformat hard disks.
- Computer systems become obsolete so rapidly that it is unrealistic for these systems to remain usable for the length of time that the organization will need the records that are created by them. Electronic records have to be migrated on to new systems in such a way that they can still be read and understood while maintaining their integrity and authenticity.
- Electronic records need to be stored in a stable environment.

## **G. MANAGING AUDIOVISUAL RECORDS**

Audiovisual records are records in pictorial or aural form that include still and motion picture film, still photographs, film-strips, sound and video recordings, posters and other graphic works, and multimedia productions with related finding aids and production files.

- Finding aids, whether in microform, paper or electronic formats, are an essential component of audiovisual records. Finding aids typically consist of indexes, catalogs, captions on photographs, title lists, and camera operator's notes identifying the subject matter of the records.
- Audiovisual records have complex and diverse physical attributes that pose some special handling, storage, and preservation problems. The following are some basic filing guidelines for the effective management of these records:

\*File trivial, disposable records separately from the important ones;

\*Weed large files of unneeded, redundant, duplicated, and poor quality images and sound recordings; and

\*Masters and use copies, such as negatives and prints, should be filed separately in order to permit more convenient use of each and to make it easier to take special care of the film negative or magnetic master, which is the most valuable copy of any visual record.

- Place captions or their equivalent to audiovisual records. Captions should include the date, location, names of people, event, copyright owner (if applicable, and known).

## H. VITAL RECORDS PROTECTION

Vital records are those documents that in the event of a disaster, are absolutely necessary to continue the business of the College. Records should be considered vital when they are used to:

- 1 enable the resumption of statutorily mandated programs and functions of the College;
- 2 recreate the legal and financial status of the college; and
- 3 protect the rights and interests of the college, Board of Trustees, employees and students.

The Chief of the Records Center shall be responsible in protecting the vital records of the College.

1. Records and documents shall be provided with preventive measures in order to safeguard them from unauthorized and indiscriminate disclosure, damage, destruction and loss in all their cycle depending on their classification.
2. On-site protection in which protection for vital records means day-to-day storage of vital records ( of any media) in a filing cabinet or in a special file room equipped with fire suppression, environmental controls and access controls. The filing cabinet shall be locked.
3. Vital records created or received in digital formats shall be backed up in order to protect them from any computer systems failure.
4. Dispersal in which copies of vital records are sent to offices concern and copy of which will be filed by the Chief of the Records Center.

## I. COMPUTERIZING RECORDS

The College shall put into service the Document Tracking System (DTS).

1. All incoming mails and communications shall be registered in the electronic document tracking system in the same manner as the logbook recording.
2. User identification and passwords must only be given to those authorized to handle records.
3. Flash Disks, CDs, DVDs from outside sources must not be used to protect the computers from virus and other infections. Should there be need to use such CDs, DVDs, flash disks, scan first before opening the files contained therein.

## J. CONFIDENTIALITY OF RECORDS

1. Public officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of their office and not made available to the public, either:
  - (1) To further their private interests, or give undue advantage to anyone; or
  - (2) To prejudice the public interest.
2. Access to records stored at the Records Center is controlled only by the personnel thereat. Confidential records are usually identified by the records owner/offices.

3. Confidential records should be locked in a steel cabinet and only authorized personnel should have access on such records.
4. No certified, uncertified, carbon or reproduced copies of records shall be issued without clearance from the College President.
5. No college personnel shall be allowed to see, scrutinize the 201 files and records of others including her/his personnel records or any other records for the matter without authority.
6. No records shall be taken out from offices/filing stations without prior clearance from the administrative officer or the College President.
7. All college officials who have in their custody official records will be held responsible and answerable for the leakage of information, loss and destruction of records in their custody.
8. College personnel and the general public who have approved request shall be issued only the requested document or documents.
9. The confidentiality of the following restricted records of the college should be maintained/secured/safeguarded by the personnel in charge of such records which include but not limited to:
  - 201 File of employees
  - employees' leave ledgers
  - records of administrative cases of employees
  - individual ratings of the members of the Personnel/Faculty Selection Board
  - minutes of meetings of the Board of Trustees
  - grievance cases of employees
  - proceedings of the Grievance Machinery
  - academic records of students
  - transcript of Records of students
  - adoption papers of students
  - guidance and counseling records of students
  - Birth Certificate of students
10. All erasures on personnel records should be initialed by employees concerned.

### **CONFIDENTIALITY OF STUDENTS' RECORDS**

The Registrar's files and records are classified into four categories namely:

Classified or Strictly Confidential

Unclassified or Non-confidential

Active – Classified or unclassified

Inactive – Classified or unclassified

Disclosure of student records is governed by strict policies such as:

1. A student is entitled to a transcript of record, but he is not entitled to know other records in his file which are confidential in nature.

2. A student has the right to see his academic records, from which a copy was made, and is entitled to any explanation of any information recorded on it.
3. The student's file/jacket/folder cannot be taken out of the office unless specifically authorized by the Registrar, depending on the purposes for which it is needed.
4. School officials and faculty members of the institution may be permitted to look at the academic records of any student if needed in the evaluation of the academic standing of the student concerned.
5. Requests for the production of a student's record from the court are usually on a duly issued subpoena *duces tecum*, but the student must be notified of said subpoena if he is available or if he can be reached through other media of communication.
6. Records or grades may be released to parents or guardians without prior approval of the student concerned if he is still a minor or has not yet been emancipated from parental authority.
7. Requests of academic information from company or firm to whom a student is being employed or is being promoted in position. No company or firm has applied for employment or where he is employed should be honored if they are of vital importance to his being employed or his being promoted in position. No company or firm would employ a person without ascertaining his eligibility for hiring or employment.
8. The same consideration should be accorded to requests from research or philanthropic organizations/persons or government agencies supporting the student concerned.
9. Requests for information on a student's record, made in an official communication by an official of any government office or agency, should be honored even without the prior approval of the person concerned, as long as the information sought for is limited to his enrollment, academic standing or school work, for the purpose of ascertaining his qualification or eligibility as employee of this particular government agency.
10. Transcript of Academic Records should only contain information about academic status. Other matters such as disciplinary, may be recorded to determine readmission.
11. All requests regarding disclosure of the student's academic record should be in writing and filed with his folder or jacket.
12. All erasures in the student's permanent records should be initialed by staff at the Registrar's Office.

## FINAL PROVISIONS

### a. Amendment

For purposes of congruency and relevance, this manual may be amended through the recommendation of the Director of Records and Archives to the College President who will endorse the same for the deliberation and subsequent approval of the Administrative Council.

### b. Repealing Clause

All other guidelines of the same purpose, issued in full or in part by the College, if any, contrary to or inconsistent with any provisions of this manual is hereby repealed, modified or amended accordingly.

### c. Separability Clause

If there are any provisions in this manual, or application of such provisions to any circumstance, is found to be invalid and unlawful, the other provisions not affected thereby shall remain valid and subsisting.

**d. Effectivity Clause**

The provisions of this manual shall take effect upon the approval of the Board of Trustees.

## GLOSSARY

**Active Files** - files which are needed to be readily available for daily, weekly, monthly, semi-annually, or annually or annual activity of an organization

**Alphabetic Filing System** – a filing system in which files and documents are arranged in alphabetic order from A to Z.

**Administrative value** - the usefulness of records in conducting an organization's current business.

**Centralized Control** – placing within the records office the responsibility of records management for the college.

**Centralized files** – files of one or more organizational units stored in one physical location to improve their management and control.

**Confidential records** - records or information requiring protection against unauthorized access.

**Decentralized Files**– files scattered throughout the organization; not centralized. Usually contains records that are generated and used by a single organizational unit and maintained and controlled at the point of origin.

**Disposition** - The actions taken regarding records no longer needed in current office to conduct business. These actions include transfer to the Archives, or for destruction.

**Electronic Records** - Records created and maintained in a form that only a computer can process. Includes, but are not limited to, data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and electronic messages, and other text or numeric information. Electronic documents or database records created or received by an office or staff member in connection with their official work are the official records of the Organization.

**File Breaks** – Discontinuing or termination of filing activity for a particular file and the beginning of new filing period.

**Functional Chart** – structure that groups employees together according to the functions of their specific jobs within an organization.

**Records Inventory**–the descriptive list of all the records holdings of the agency by records series.

Inactive Files - Records no longer required to conduct the organization's business, and therefore ready for transfer to the Archives, or for destruction.

Issuances - general policies and guidelines in written form released from time to time by higher authorities and other responsible officials for the purpose of transmitting to its employees orders, instructions and information on programs, operations and activities of the units of the Polytechnic.

Indexing – art of specifying the predetermined topic, name, number, or caption under which documents is to be filed.

Legal Files – files of the college which consists of administrative cases of personnel, legal opinions, land cases, investigative reports and others.

Legal value. The usefulness of records in documenting legally enforceable rights or obligations.

Manuals – compilations of policies which shall be used in situations where instructions are more or less permanent and not subject to frequent change.

Numeric Filing System –any classification system for arranging records that is based on numbers.

Organizational Chart – structure that groups employees together according to the functions of their specific job within the unit or in an organization.

Office Order – issuances involving assignments and other related matters affecting the status of personnel to include details, designations, commendations, supervisions, reinstatements, demotions, creation of committees of temporary nature and allied matters.

Policy Manual –a formalized document that presents a broad overview of standard operating policies and procedures for an organization.

Records – refer to information, whether in its original form or otherwise, including documents, signatures, seals, texts, images, sounds, speeches or data compiled, recorded, or stored as the case may be.

Records Appraisal – process by which records are carefully and systematically studied and analyzed for the purpose of establishing appropriate values which will be vital factor in their final disposition.

Records Disposition – the systematic transfer of non-current records from office to storage area, identification and preservation of archival records and the destruction of valueless records.

Records Disposition Schedule – the 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.

Records Inventory–the descriptive list of all the records holdings of the agency by records series.

Retention Period – specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction.

Records Series – is a group of related records arranged under a single filing system or kept together as a unit, dealing with particular subject, resulting from the same activity, or having a special form.

Valueless or No Value Record – records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole.

Centralized Control – placing within the records office the responsibility of records management for the college.

Polytechnic – refers to the Mountain Province State Polytechnic College

Vital records - records essential to the continued functioning or reconstitution of the College during and after an emergency and also those records that protect the rights and interests of the college and of the individuals directly affected by its activities.

## **REFERENCES**

College Code

MPSPC Administrative Manual

NAP General Circular No. 1 s, 2009

NAP General Circular No. 2, s. 2009



NAP General circular No. 3, s. 2012

<http://www.expertglossary.com/records/definition>

Registrar's Manual

Republic Act No. 6713









