

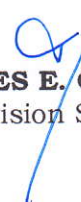
DIVISION MEMORADUM

No. 59, s. 2020

**CONDUCT OF INVENTORY OF RECORDS**

To: School Division Superintendent  
Asst. Schools Division Superintendent  
Section Heads  
This Division

1. Pursuant to the Article 39, Rules 25, of Implementing Rules and Regulations of RA 9470, all government offices shall regularly conduct an inventory of public records from different offices.
2. In this connection, each section is hereby advised to submit its inventory of records on or before March 6, 2020 to the Records Section.
3. Attached is the National Archives of the Philippines Form 1 ( Records Inventory Form)
4. Immediate and wide dissemination of this memorandum is desired.

  
**AGUSTINES E. CEPE, CESO V**  
School Division Superintendent

AEC/clv 2/20/2020



NATIONAL ARCHIVES OF THE PHILIPPINES  
Pambansang Sinupang ng Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY		ORGANIZATIONAL UNIT		TELEPHONE NO.:						
ADDRESS		PERSON-IN-CHARGE OF FILES		DATE PREPARED						
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T / P	UTILITY VALUE Adm / F / L / Arc	RETENTION PERIOD		DISPOSITION PROVISION
								Active	Storage	

LEGEND:

TIME VALUE: T - Temporary; P - Permanent  
UTILITY VALUE: Adm - Administrative; F - Fiscal; L - Legal; Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
NAP Records Management Analyst

\_\_\_\_\_  
Chief of the Division/Department