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What must  
I do with all  
these  
records?



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Should I  
pile?



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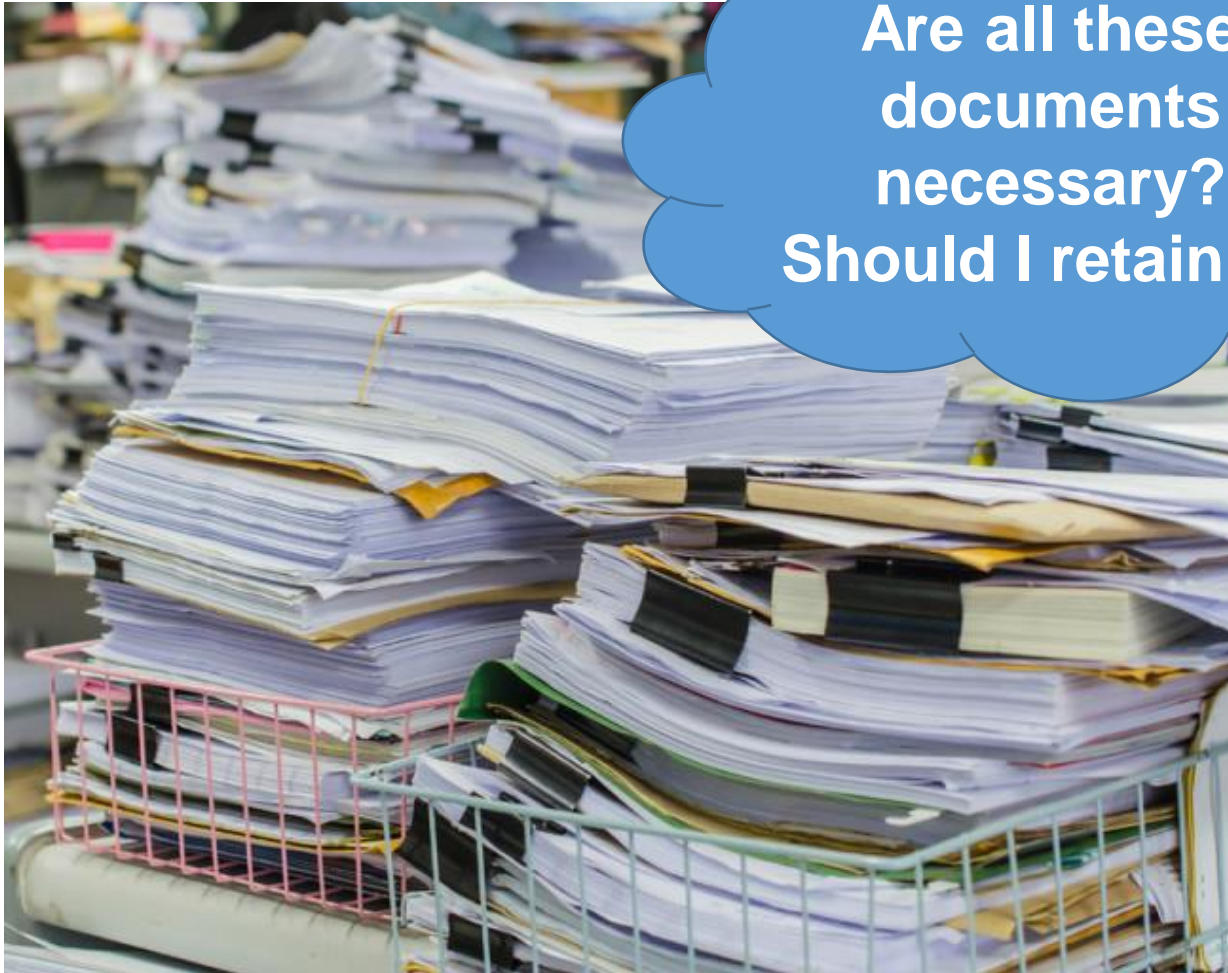


Or file it?



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Are all these  
documents  
necessary?  
Should I retain it?



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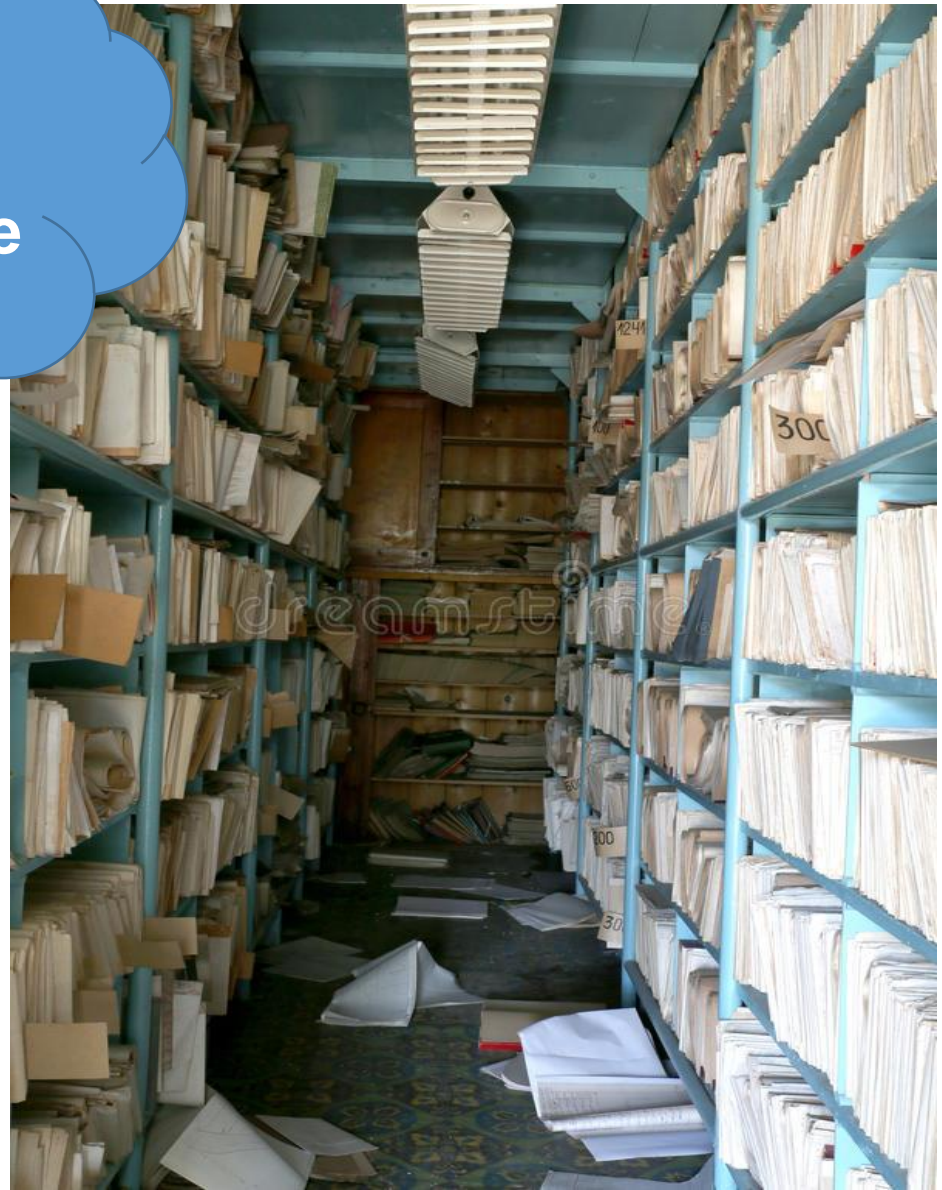


or  
dispose  
it?



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How will I  
manage  
these volume  
of records?



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# Records Retention and Disposition



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- **Records retention and disposition schedules** establish guidelines regarding how long data items or documented information must remain accessible for future use or reference, as well as when and how the data can be destroyed when it is no longer needed.



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# Purposes

- 1) To ensure efficient and effective operation of the business/office;
- 2) To comply with regulatory record keeping requirements;
- 3) To preserve the confidentiality of documented information;



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- 4) To maintain a manageable volume of well-organized records;
- 5) To mitigate the risk of mistaken use of outdated records; and
- 6) To minimize storage & other costs associated with the retention of unnecessary documents or records



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# Definition of Terms



***Records retention period*** is the length of time for which a record must be retained. Records can be retained for as long as necessary to support business requirements or office operations and to satisfy legal or audit requirements.



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*Records Retention ...*

*Also known as ...*

“Should it stay,  
or should it go?”



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***Records disposition*** refers to the final stage of record management in which a record is either destroyed or is permanently retained.



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- Where possible, records authorized for disposition may be recycled. For paper records containing information that is confidential or exempt from disclosure, appropriate destruction methods may include shredding, pulping or burning.



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- Shredding, this method is extremely secure. Extremely sensitive papers may need cross-shredding.
- Pulping, also extremely secure. Environmentally friendly, as pulped paper can be recycled.
- Burning, not particularly secure. If this method is employed and contracted out, the office should seek to ensure that it is carried out in a secure location. Moreover, densely packed papers may not burn very well and this method of records destruction is not environmentally friendly



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- Disposal happens when the minimum retention period has been met.
- Can only be done according to your approved records disposition.
- Does not require pre-approval of disposition with a retention schedule



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## Benefits of records disposition:

1. No backlog accumulation of unwanted records
2. The destruction of valueless records enhances the orderly storage of newer, more important records.
3. The office or records room becomes space efficient




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# INFORMATION LIFE CYCLE



**1 CREATE:** An information life cycle begins when useful or relevant information arrives at or is created within an organization in a wide variety of formats using different equipment and technologies. 

**2 USE:** Information is transmitted to those who need it and, upon receipt, is used in the conduct of University business. 

**3 STORE:** Information is filed or stored according to a classification scheme to permit quick retrieval, housed in a storage device, and protected and maintained to safeguard the integrity of the information over time. During this stage, information is viewed as either active or inactive. 

**4 DESTROY OR PRESERVE:** When information reaches the end of its retention period and has no legal, fiscal, or administrative value, it is securely destroyed or preserved permanently in an archive for historical reference or research purposes. 



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# Crafting a Records Retention and Disposition Schedule

1. Conduct a records inventory. List down all the records or documented information that you have in your office, where the records are kept, the volume, and how the records are used.
2. Based on legal or statutory requirements and office operations, determine the length of time the document will be retained.
3. Based on the nature of documents (confidential or for disclosure) determine how it will be disposed.



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4. Identify your Records Custodian who will be responsible in ensuring that the records retention and disposition schedule is observed.
5. Document your records disposal. Maintain a logbook that will be used by the Records Custodian to keep track of what, when, and how the records were disposed.



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# Sample of Records Retention and Disposition Schedules

| Type of Document/ Record                          | Retention Period | Disposition |
|---|------------------|-------------|
| <b><i>APPLICATIONS AND REQUESTS</i></b>           |                  |             |
| Request for Student Load Adjustment               | 1 year           | Recycling   |
| Request for Student Grade Adjustment              | 1 year           | Shredding   |
| Application for Graduation                        | 1 year           | Recycling   |
| Application/Cancellation for SO Number            | Permanent        | Compactor   |
| Request for Correction of Student's Personal Data | 1 year           | Shredding   |



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| Type of Document/Record                                     | Retention Period      | Disposition       |
|---|-----------------------|-------------------|
| <b>REPORTS</b>  |                       |                   |
| Roster of Graduates   | Permanent             | Filing Cabinet    |
| Result of Deliberation of Candidates for Honors             | 5 years               | Turnover to PMGSD |
| Retention and Migration of College Students                 | Permanent             | Filing Cabinet    |
| Semestral/Inter-Sem Ratings (GS)                            | Permanent             | Compactor         |
| Passing & Failure Rate Report (by course/faculty)           | 5 years               | Recycling         |
| Computerized Grade Card (unclaimed)                         | 90 days upon printing | Shredding         |
| Dismissed Students  | Permanent             | Filing Cabinet    |
| Faculty Members who did not encode students' grades on time | 5 years               | Turnover to PMGSD |



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| Type of Document/Record                                  | Retention Period | Disposition       |
|--|------------------|-------------------|
| <b>INSTITUTIONAL/DEPARTMENTAL DOCUMENTED INFORMATION</b> |                  |                   |
| Accomplishment Report                                    | Permanent        | Filing Cabinet    |
| Corrective Action Notification (CAN)                     | 5 years          | Shredding         |
| Corrective Action Response (CAR)                         | 5 years          | Shredding         |
| Department's Annual Budget                               | 5 years          | Turnover to PMGSD |
| Graduation Committee Minutes of the Meeting              | 5 years          | Recycling         |
| Inter Office Correspondence/Communications               | 5 years          | Turnover to PMGSD |
| Internal Audit Report                                    | 5 years          | Shredding         |
| Matrix of Quality Standards                              | Permanent        | Filing Cabinet    |
| School Calendar  | Permanent        | Filing Cabinet    |
| Strategic Plan   | Permanent        | Filing Cabinet    |



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| Type of Document/Record                              | Retention Period                         | Disposition             |
|--|--|-------------------------|
| <b><i>EXTERNAL DOCUMENT</i></b>                      |  |                         |
| CHED/DEPED Memorandum Order and Issuances            | Permanent                                | Filing Cabinet          |
| Government Permits and Recognitions (w/ application) | Permanent                                | Filing Cabinet          |
| Students' Admission Credentials (ADCR)               | Permanent                                | Compactor               |
| HS Report Card and NSO/PSA Birth Certificate         | upon graduation/dismissal of the student | Returned to the student |
| <b><i>UNCLAIMED DOCUMENTS</i></b>                    |  |                         |
| Enrollment Certifications                            | 90 days upon request                     | Recycling               |
| Graduation Certifications                            | 90 days upon request                     | Recycling               |
| Diploma  | Permanent                                | Compactor               |



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# Sample of Disposition Log

| Date of Disposal/Destruction | Type of Document/Record  | Disposition |
|------------------------------|--|-------------|
| January 28, 2019             | Request for Student Grade Adjustment<br>1 <sup>st</sup> Semester, AY 2017-2018 | Shredding   |
| February 4, 2019             | Unclaimed Enrolment Certifications<br>November, 2018-January, 2019             | Recycling   |



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# Records Retention and Disposition Policy

- I. Policy Framework
- II. Application and Scope
- III. Definition of Terms
- IV. General Policies
- V. Specific Policies
- VI. Monitoring and Evaluation
- VII. Dissemination
- VIII. Related Documents
- IX. Revision History

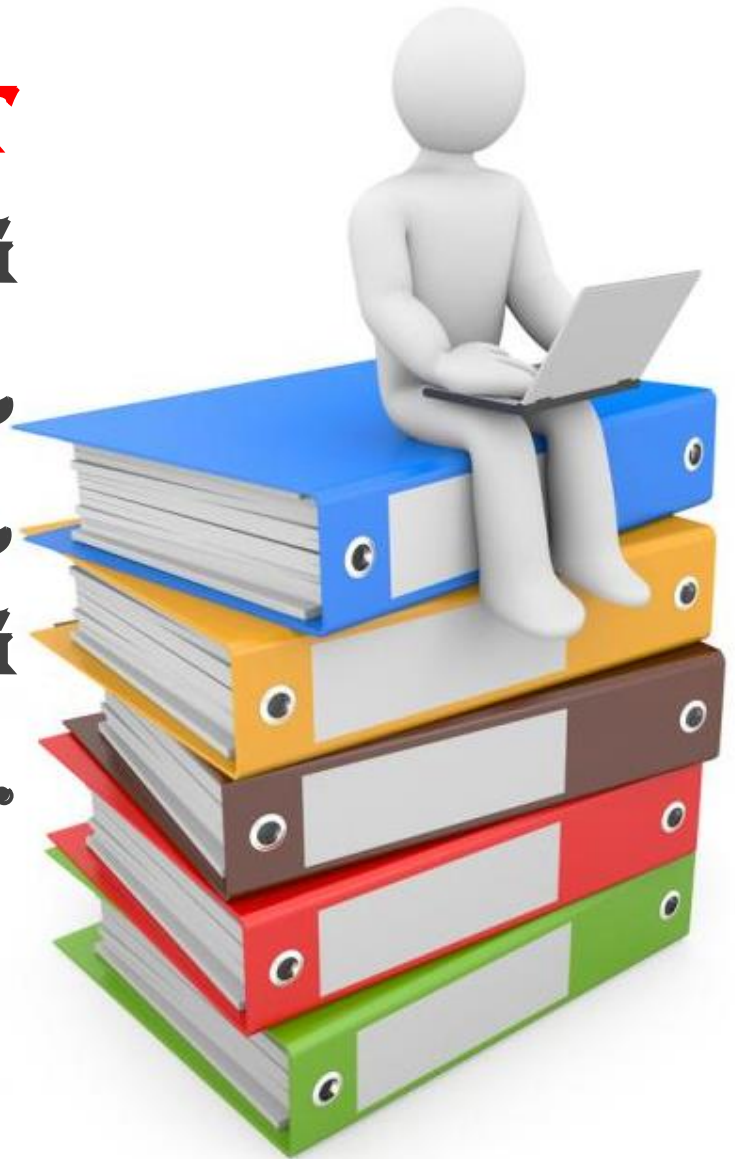


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**RECORDS MANAGEMENT**  
**IS KNOWING**  
**WHAT YOU HAVE,**  
**WHERE YOU HAVE IT,**  
**AND HOW LONG**  
**YOU HAVE TO KEEP IT.**



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**KEEP  
CALM  
AND FIND YOUR  
RECORDS  
MANAGER**



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# Workshop

| Type of Document/Record | Retention Period | Disposition |
|-------------------------|------------------|-------------|
| 1                       |                  |             |
| 2                       |                  |             |
| 3                       |                  |             |
| 4                       |                  |             |
| 5                       |                  |             |
| 6                       |                  |             |
| 7                       |                  |             |
| 8                       |                  |             |

Prepared by: (Name and School)

- 1.
- 2.



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