



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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OCT 08 2010

MEMORANDUM CIRCULAR

No. 2010 - 16

SUBJECT : Implementation of the Approved Records Retention and Disposition Schedule

In order to ensure an efficient and effective conduct of records classification and appraisal, all DENR offices are instructed to strictly follow/implement the Records Retention and Disposition Schedule provided by the Records Management and Documentation Division (RMDD) and duly approved by the National Archives of the Philippines (NAP), on 8 September 2010 and pursuant to R A 9470 dated February 19, 2007.

Any document not specifically identified in the attached schedule, shall be evaluated according to the General Records Disposition Schedule (GRDS) issued by the National Archives under NAP General Circular No. 2, "Guidelines on the Disposal of Valueless Records in Government Agencies", dated January 20, 2009.

This circular takes effect immediately.


RAMON J. P. PAJE
Acting Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES



SENRO29609

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY NAME:			
		DEPARTMENT OF ENVIRONMENT & NATURAL RESOURCES			
		2. ADDRESS:			
		Visayas Avenue, Diliman, Quezon City			
3. SCHEDULE NO.		4. DATE PREPARED:			
1		November 26, 2009			
5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<u>OFFICE OF THE SECRETARY</u> HEAD EXECUTIVE ASSISTANT 1 DIRECTIVES / ISSUANCES Issued by the Head of Agency documenting policies, procedures, standards, rules and regulations, programs of the agency Issued by the Head of Agency reflecting routinary information or instructions				
	2 LOGBOOKS OF LAND CASES	2 years		2 years	After superseded
		5 years	5 years	10 years	After date of last entry
	<u>OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION, FINANCE AND LEGAL</u> ADMINISTRATIVE SERVICE 3 CERTIFICATES Appearance Clearances	1 year		1 year	
	4 CHARTS Functional Organizational				
	5 COMMUNICATIONS / CORRESPONDENCE Non-Routine				
		2 years		2 years	To be filed with appropriate records series After acted upon
	6 DIRECTORIES OF OFFICIALS AND EMPLOYEES	1 year		1 year	After updated
	7 FAX MESSAGES/ ADVISORIES				To be filed with appropriate records series
	8 GATE PASSES	6 mos.		6 mos.	
	9 INQUIRIES	2 years		2 years	After acted upon
	10 LISTS OF RECEIVED COMMUNICATIONS	2 years		2 years	

IMPORTANT: Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
11	LOGBOOKS/RECORD BOOKS Arrival and Departure of Employees Incoming/Outgoing Communications Incoming/Outgoing Mails Ordinary Priority Registered	2 years		2 years	After date of last entry
12	MAILING LISTS	1 year		1 year	After updated
13	MEETING FILES Agenda Minutes Executive Committee Staff Notices	1 year 1 year 1 year		1 year 1 year 1 year	
14	OFFICIAL GAZETTES	P E R M A N E N T			
15	PASS SLIPS	1 year		1 year	
16	PLANS Action Work	3 years		3 years	After implemented
17	PRESS RELEASES (About or by the Agency)	P E R M A N E N T			
18	RADIO MESSAGES/TELEGRAMS	1 year		1 year	
19	REQUESTS Authority to Travel Authority to Teach	1 year		1 year	
20	SIGNATURE AND HANDWRITING SPECIMENS	P E R M A N E N T			
21	TRAVEL ORDERS	2 years		2 years	If not attached to vouchers otherwise dispose after 10 years
22	TRAVEL REPORTS	2 years		2 years	
23	TRIP TICKETS	1 year		1 year	
24	WORK PROGRAMS	3 years		3 years	After superseded
<u>General Services Division</u>					
25	ACKNOWLEDGMENT RECEIPTS OF EQUIPMENT (ARE) / MEMORANDUM RECEIPTS OF EQUIPMENT (MRE) , SEMI-EXPANDABLE & NON-EXPANDABLE PROPERTIES (GF 32-A)	1 year		1 year	After equipment had been returned
26	ANNUAL PROCUREMENT PROGRAMS	3 years		3 years	
27	CANVASS / REQUESTS FOR PRICE QUOTATIONS	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
28	CREDIT MEMO FOR PROPERTY ACCOUNTABILITIES	3 years		3 years	After cleared
29	DELIVERY RECEIPTS	2 years		2 years	
30	INVENTORIES OF SUPPLIES AND EQUIPMENT	1 year		1 year	After updated
31	INVENTORY CUSTODIAN SLIPS	1 year		1 year	
32	JOB ORDERS	1 year		1 year	
33	PROCUREMENT MANAGEMENT PLANS	2 years		2 years	
34	PURCHASE REQUESTS	1 year		1 year	
35	PURCHASE ORDERS	4 years		4 years	
36	REQUISITION AND ISSUE SLIPS	1 year		1 year	
37	SHIPPING AND PACKING LISTS ON ITEMS PURCHASED	1 year		1 year	
38	SUPPLIES ADJUSTMENT SHEETS	1 year		1 year	After post-audited
<u>Personnel Division</u>					
39	ACCEPTANCES OF RESIGNATION	5 years	10 years	15 years	After retired / separated
40	ANNUAL PERFORMANCE REPORTS	2 years		2 years	
41	ANNUAL SUMMARY REPORTS FOR REPLACEMENT PROGRAMS FOR NON-ELIGIBLES	P E R M A N E N T			
42	APPLICATIONS				
	Employment	1 year		1 year	
	Leave of Absence	1 year		1 year	After recorded in the leave card
	Relief of Accountabilities	5 years		5 years	After retired/separated
	Resignation / Transfer / Retirement	1 year		1 year	
43	APPROVALS OF RETIREMENT	5 years	10 years	15 years	After retired/separated
44	DAILY ATTENDANCE SHEETS	1 year		1 year	
45	DAILY/MONTHLY TIME RECORDS	1 year		1 year	After data had been posted in leave cards and post-audited
46	EMPLOYEE INTERVIEW REPORTS	1 year		1 year	
47	JOB ORDER CONTRACTS/ CONTRACTS OF SERVICE	5 years		5 years	After terminated
48	LEAVE CREDIT CARDS	5 years	10 years	15 years	After retired/separated
49	MEDICAL CERTIFICATES IN SUPPORT OF ABSENCE ON ACCOUNT OF ILLNESS / MATERNITY	3 years		3 years	After absences had been recorded in leave cards

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
50	MEMBERSHIP FILES GSIS Pag-Ibig PhilHealth	5 years	10 years	15 years	After retired/separated
51	PERFORMANCE APPRAISAL REPORTS	1 year		1 year	
52	PERFORMANCE APPRAISAL/EVALUATION RATING FILES	1 year		1 year	
53	PERFORMANCE COMMITMENT SHEETS	1 year		1 year	
54	PERFORMANCE RATING CARDS	5 years		5 years	After retired/separated
55	PERFORMANCE TARGET WORKSHEETS	1 year		1 year	
56	PERSONAL DATA SHEETS (Curriculum Vitae / Resume)	1 year		1 year	Provided updated
57	PERSONNEL FOLDER (201 FILES) Appointments Awards Change of Status / Names Delegation of Authority Designations / Details Incentives Notices of Salary Adjustments Oath of Office Service Records (updated) Statements of Duties & Responsibilities Trainings and Career Development	5 years	10 years	15 years	After retired/separated
58	PLANTILLA OF PERSONNEL	P E R M A N E N T			Other copies dispose after 3 years
59	POSITION CLASSIFICATION PAPERS Job Descriptions Notices of Classification Action Requests for Classification and Recommendations	1 year		1 year	After superseded
60	REPORTS OF ATTENDANCE	1 year		1 year	
61	REQUESTS Approvals of Promotions Bonding Officials / Employees Change of Status Reinstatements Transfer	1 year		1 year	After cleared
62	SUMMARIES OF ATTENDANCE AND TARDINESS	1 year		1 year	
63	SWORN STATEMENTS OF ASSETS AND LIABILITIES	5 years	5 years	10 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	FINANCIAL AND MANAGEMENT SERVICE				
	<u>Accounting Division</u>				
64	ABSTRACTS Daily Collections Deposits and Trust Funds General Collections Sub-Vouchers	5 years 5 years 5 years 2 years		5 years 5 years 5 years 2 years	
65	ADVICES Checks Issued and Cancelled Remittances	4 years 5 years	5 years	4 years 10 years	
66	ANNUAL STATEMENTS OF ACCOUNTS PAYABLE	P E R M A N E N T			
67	AUTHORITIES FOR ALLOWANCES	2 years		2 years	After terminated
68	AUTHORIZATIONS Overtime Salary Transfer of Funds	1 year		1 year	
69	BANK RECONCILIATION STATEMENTS	5 years	5 years	10 years	
70	BANK SLIPS Deposits Remittances	5 years	5 years	10 years	
71	BILLS	5 years	5 years	10 years	After settled
72	BOOKS OF FINAL ENTRIES General Ledgers Subsidiary Ledgers	P E R M A N E N T			
73	BOOKS OF ORIGINAL ENTRIES Cash Disbursement Journals Cash Journals Cash Receipts Journals Check Disbursement Journals General Journals Journals and Analysis of Obligations Journals of Bills Rendered Journals of Checks Issued Journals of Collections and Deposits Journals of Disbursement by Disbursing Officers	P E R M A N E N T			
74	CASH FLOW CHARTS	P E R M A N E N T			
75	CERTIFICATES Settlement and Balances	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
	Shortages	5 years	5 years	10 years	After settled

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
76	CERTIFICATES Remittances Settlement and Balances Shortages	5 years	5 years	10 years	After settled
77	CHECKS AND CHECK STUBS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
78	COMPILATIONS OF LIQUIDATION / CONSUMPTION OF CASH DEPOSITS	5 years	5 years	10 years	
79	COST SLIPS	1 year		1 year	After settled
80	DAILY CASH FLOW	3 years		3 years	
81	DAILY STATEMENTS OF COLLECTIONS	5 years		5 years	
82	EXPENSES LEDGERS	P E R M A N E N T			
83	FINANCIAL STATEMENTS Balance Sheets Statements of Cash Flow Statements of Operation / Income	P E R M A N E N T			
84	GENERAL PAYROLLS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
85	INDEX OF PAYMENTS Employees (GF 82-A) Sundry Payment by Warrant (GF 83-A)	5 years	10 years	15 years	After separated/retired
86	JOURNAL ENTRY VOUCHERS	5 years	7 years	12 years	
87	LIST OF REMITTANCES Loans Premiums	P E R M A N E N T			
88	LOGBOOKS Checks General Funds Vouchers	5 years 3 years 5 years	5 years 5 years	10 years 3 years 10 years	After date of last entry
89	MANUALS OF FEES AND CHARGES	3 years		3 years	After superseded
90	NOTICES Disallowances Suspensions	3 years		3 years	After settled
91	OFFICIAL CASH BOOKS	P E R M A N E N T			
92	OFFICIAL CASH BOOKS FOR BANK CASH BOOKS (GF 104)	P E R M A N E N T			
93	OFFICIAL RECEIPTS (GF 13-A)	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
94	ORDERS OF PAYMENT	5 years	5 years	10 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
95	REGISTRY BOOKS OF CHECKS RELEASED	P E R M A N E N T			
96	RELIEFS FROM ACCOUNTABILITIES Decisions Requests	5 years	5 years	10 years	Provided a copy is filed with the 201 Files
97	REPORTS Accountabilities for Accountable Forms Cash Disbursements Cash Examinations (GF 74-A)	3 years 5 years 3 years	5 years	3 years 10 years 3 years	After cash had been examined Provided post-audited, finally settled and not involved in any case
	Collecting & Disbursing Officers Checks Issued and Cancelled Collections and Deposits Disbursements (GF 99-A)	5 years	5 years	10 years	
	Daily Cash Reports Examinations of Paymaster (GF 54-A)	3 years 4 years		3 years 4 years	
	Financial Reports of Operations Liquidations Monthly Income Operations and Supplement including Analysis Overdraft and Misuse of Trust Funds	P E R M A N E N T			
		5 years	5 years	10 years	
		5 years	5 years	10 years	
		3 years		3 years	
	Petty Cash Replenishments	5 years	5 years	10 years	After case had been settled or terminated Provided post-audited, finally settled and not involved in any case
98	SCHEDULES OF ACCOUNTS RECEIVABLES	3 years		3 years	
99	STATEMENTS OF ACCOUNTS Current Payable (BF 304) Annual Monthly / Quarterly Receivable	3 years		3 years	
		P E R M A N E N T			
		5 years	5 years	10 years	
		P E R M A N E N T			
100	SUMMARIES OF UNLIQUIDATED OBLIGATIONS AND ACCOUNTS PAYABLE	5 years	5 years	10 years	After payment
101	SUNDRY PAYMENTS	5 years	5 years	10 years	
102	TIMEBOOK AND PAYROLL VOUCHERS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
103	TREASURY CHECKING ACCOUNTS OF AGENCY	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
104	TREASURY DRAFTS (Acctg. Form # 60)	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
105	TREASURY WARRANTS	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
106	TRIAL BALANCES AND SUPPORTING DOCUMENTS Cumulative Results of Operation - Unappropriated Final / Preliminary Annual Trial Balance Accountancy Copy Auditor's Copy Monthly/Quarterly Trial Balance				
		P E R M A N E N T			
		5 years	5 years	10 years	After Annual Financial Report had been published
		P E R M A N E N T			
		2 years		2 years	After consolidated into Annual Financial Report
107	VOUCHERS AND OTHER SUPPORTING DOCUMENTS Checks Disbursements General (GF 20-A) Journals Liquidations Petty Cash Reimbursement Expense Receipts Travelling Expenses	5 years	5 years	10 years	Provided post-audited, finally settled and not involved in any case
108	WITHHOLDING TAX CERTIFICATES <u>Budget Division</u>	4 years		4 years	After superseded
109	ALLOTMENT FILES Advices of Allotment (AA) Agency Budget Matrixes Allotment Release Orders General (GARO) Special (SARO) Obligation Requests/Slips (ALOBS) Plan of Work and Requests for Allotment Requests for Obligation of Allotment (ROA) Statements of Allotment, Obligations and Balances (SAOB) Statements of Appropriations, Allotment and Advice (SAAA)	3 years		3 years	
110	ANNUAL BUDGETS	3 years		3 years	
111	BUDGET ESTIMATES INCLUDING ANALYSIS SHEETS AND ESTIMATES OF INCOME	3 years		3 years	
112	BUDGET EXPENDITURES Programs Sources of Financing	5 years		5 years	
113	BUDGET ISSUANCES (Those used as authority for agency transactions)	5 years	5 years	10 years	
114	BUDGET SHEET ANALYSIS	3 years		3 years	
115	BUDGETARY CEILINGS	3 years		3 years	
116	CASH ALLOCATION CEILINGS/NOTICES OF CASH ALLOCATIONS	3 years		3 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
117	CERTIFICATIONS OF FUNDS AVAILABILITY	1 year		1 year	
118	GENERAL APPROPRIATIONS ACTS	3 years		3 years	
119	ORGANIZATIONAL PERFORMANCE INDICATOR FRAMEWORK	P E R M A N E N T			
120	PHYSICAL REPORTS OF OPERATIONS	3 years		3 years	
121	SPECIAL/SUPPLEMENTAL BUDGETS	3 years		3 years	
122	WORK AND FINANCIAL PLANS	3 years		3 years	
	<u>Management Division</u>				
123	ACTIVITY PLANS	1 year		1 year	
124	AGENCY PERFORMANCE MEASURES	5 years		5 years	
125	ASSESSORS INTERVIEW CONTROL SHEETS	1 year		1 year	
126	COMMON ASSESSMENT FRAMEWORK	3 years		3 years	
127	COMPETENCY ASSESSOR'S COURSE	1 year		1 year	After updated
128	COMPETENCY BASED SYSTEMS (CBS)	P E R M A N E N T			
129	CONCENSUS RATINGS	2 years		2 years	
130	DISTRIBUTION LISTS OF LEAFLETS	1 year		1 year	
131	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) PROGRAMS	P E R M A N E N T			If implemented, otherwise dispose after 5 years
132	FINAL REPORTS	P E R M A N E N T			
133	FUNCTIONS AND RESPONSIBILITIES OF OFFICES/DIVISIONS	P E R M A N E N T			
134	INDICATIVE PROJECT CALENDARS	2 years		2 years	After completion of the project
135	INTEGRITY DEVELOPMENT FILES				
	Reviews (IDR) on Analysis of Risks Briefer Projects	3 years		3 years	
	Year-End Assessments	P E R M A N E N T			If implemented, otherwise dispose after 5 years
	Year-End Assessments	3 years		3 years	
136	INTEGRITY ENHANCEMENT SEMINAR WORKSHOP RECORDS	1 year		1 year	
137	LOGBOOKS OF POST/PRE REPAIR INSPECTION	2 years		2 years	After date of last entry
138	MANAGEMENT ASSOCIATION FILES	1 year		1 year	After superseded
	Chorale				
	Sportsfest				

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
139	MANUALS OF APPROVALS Compilations of Legal Basis Working Papers	P E R M A N E N T			After approval
		1 year		1 year	
140	NEWS CLIPPINGS (About or by the Agency)	1 year		1 year	
141	NON-ATTENDANCE OF FOCAL PERSONS	1 year		1 year	
142	PHILIPPINE ENVIRONMENTAL LAW COMMENTS AND MATERIALS	1 year		1 year	
143	RECOMMENDATION TABLES OF ASSESSMENTS	2 years		2 years	
144	SYSTEM AND PROCEDURES MANUAL	P E R M A N E N T			
	HUMAN RESOURCE DEVELOPMENT SERVICE				
145	COURSE DESIGNS/OUTLINES/SYLLABI	1 year		1 year	
146	MASTERLISTS Participants Seminars Conducted/Coordinated	P E R M A N E N T			
147	RESOURCE SPEAKER PROFILES	1 year		1 year	
148	SCHEDULES OF TRAININGS/SEMINARS	1 year		1 year	
149	SURVEY EVALUATION QUESTIONNAIRES	1 year		1 year	
150	TRAINING CALENDARS	1 year		1 year	
151	TRAINING HANDOUTS	1 year		1 year	
152	TRAINING KITS	1 year		1 year	
153	TRAINING PROGRAMS/PLANS	3 years		3 years	
154	TRAINING REPORTS	2 years		2 years	
155	WORKSHOP RESULTS	1 year		1 year	
	INTERNAL AUDIT SERVICE				
156	CONSOLIDATED ANNUAL AUDIT REPORTS	P E R M A N E N T			
157	CONSOLIDATED 40% LGU SHARES REPORTS	5 years	5 years	10 years	
158	INTERNAL AUDITING MANUALS	2 years		2 years	
159	INTERNAL AUDIT PLANS	5 years		5 years	
160	INTERNAL AUDIT REPORTS Compliance Audit Financial Audit	5 years	5 years	10 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 160	INTERNAL AUDIT REPORTS Fact-Finding/Investigations General Audit	5 years	5 years	10 years	
161	INTERNAL AUDIT GUIDES FOR THE DESIGNATED PERSONS OF BUREAUS AND REGIONS	P E R M A N E N T			
	LEGAL SERVICE				
162	AFFIDAVITS	1 year		1 year	After purpose had been served
163	ARTICLES OF INCORPORATION/BY-LAWS	P E R M A N E N T			
164	CASES Administrative Civil	3 years	4 years	7 years	After finality of judgment except for DECISIONS which are permanent
165	COMPLAINTS/PROTESTS	5 years		5 years	After settled
166	CONTRACTS	5 years		5 years	After expired/renewed
167	DECISIONS	P E R M A N E N T			
168	DEEDS Assignment Conveyance Donations Exchange Sale	P E R M A N E N T			
169	LEGAL OPINIONS	P E R M A N E N T			
170	MEMORANDA OF AGREEMENT / UNDERSTANDING	P E R M A N E N T			
171	PETITIONS	5 years		5 years	After settled
172	RESOLUTIONS	P E R M A N E N T			
173	SPECIAL POWERS OF ATTORNEY	1 year		1 year	After purpose had been served
174	SUBPOENA Ad Testificandum Duces Tecum	3 years		3 years	Or to be filed with appropriate case

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<u>OFFICE OF THE UNDERSECRETARY FOR FOREIGN ASSISTED AND SPECIAL PROJECTS</u>				
	PROJECT DESIGN & PACKAGING SERVICE/PROJECT OPERATIONS AND MANAGEMENT SERVICE				
175	ANNUAL PLANS	5 years		5 years	
176	BIDDING DOCUMENTS Bid Document Manuals Bid Evaluations Eligibility Documents Expression of Interests Prequalification of Bids Procurement of Work Procurement Plans and Design Supply and Installations Technical Proposals	5 years		5 years	After contract of winner had been terminated/settled, others dispose after 1 year
177	COMPILATIONS OF DENR FOREIGN ASSISTED & SPECIAL PROJECTS	P E R M A N E N T			
178	CONSULTATIVE SERVICES CONTRACTS	5 years		5 years	After expired/renewed
179	DATA SURVEYS	2 years		2 years	After evaluated
180	MINUTES OF MEETING Project Implementation Officers (PIO) Project Coordinating Meeting (PCM) Jica Joint Coordinating Committee (JCC)	4 years 2 years 2 years		4 years 2 years 2 years	
181	MULTILATERAL ASSESSMENTS ON ENVIRONMENT AND NATURAL RESOURCES	2 years		2 years	
182	POLICIES/GUIDELINES Phase-In/Phase-Out Policies, Rules & Regulations Policy Issuances (DENR) Policy Studies Success Stories and Lessons Learned Systems and Procedures	P E R M A N E N T			
183	PORTFOLIO REVIEWS OF PROJECTS	5 years	5 years	10 years	
184	PROCEEDINGS Forum Workshops and Trainings	1 year		1 year	
185	PROJECT AGREEMENTS Bilateral Grants Loans Programs	P E R M A N E N T			
186	PROJECT DESIGNS	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
187	PROJECT FRAMEWORKS	5 years		5 years	After completion of the project
188	PROJECT MANUALS				
	Evaluations	5 years		5 years	After superseded
	Operations	P E R M A N E N T			
	Preparation	5 years		5 years	After superseded
	Proposals	5 years		5 years	After superseded
189	PROJECT PROCUREMENT MANAGEMENT PLANS	2 years		2 years	
190	PROJECT REPORTS				
	After Mission	5 years		5 years	
	Annual	P E R M A N E N T			
	Appraisal	5 years		5 years	After completion of the project
	Completion				
	Working Papers	2 years		2 years	
	Final Reports	P E R M A N E N T			
	Consultancy	5 years		5 years	
	End of Project Impact Assessments	P E R M A N E N T			
	Evaluations/Missions	2 years		2 years	
	Feasibility Study Reports	5 years		5 years	After completion of the project
	Inceptions	5 years		5 years	After completion of the project
	Inspections	2 years		2 years	
	Interim	3 years		3 years	
	Master Plans	P E R M A N E N T			
	Mid-Term	5 years		5 years	
	Milestone	5 years		5 years	After completion of the project
	Monitoring Evaluation and Assessments	2 years		2 years	
	Monthly/Quarterly Progress	2 years		2 years	
	Project Compilations	P E R M A N E N T			
	Project Implementations	P E R M A N E N T			
	Terminal	P E R M A N E N T			
191	PROJECT PROPOSAL'S EXTENSION	5 years		5 years	After completion of the project
192	REVIEW MISSION/AIDE MEMOIRE	P E R M A N E N T			
193	SECTORAL FRAMEWORK PLANS	5 years		5 years	
194	WITHDRAWAL APPLICATION EVALUATIONS	3 years		3 years	
195	WORKSHOP OBJECTIVES OUTPUTS	3 years		3 years	
	<u>OFFICE OF THE UNDERSECRETARY FOR POLICY AND PLANNING</u>				
	<u>Planning and Programming Division</u>				
196	ANNUAL PLANNING GUIDELINES ON PROGRAMING/REPROGRAMING	5 years		5 years	
197	BUDGET PLANNING FILES				
	Annual Work Target and Budget Proposals	3 years		3 years	
	Budget Presentation Materials				
	National Budget Call				
198	INCEPTION REPORTS	5 years		5 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
199	MEDIUM TERM DEVELOPMENT PLANS	P E R M A N E N T			
200	NATIONAL EXPENDITURE PROGRAMS	3 years		3 years	
201	SUPPLEMENTAL AGREEMENTS	P E R M A N E N T			
202	TALKING PIECES	2 years		2 years	
	<u>Policy Studies Division</u>				
203	ANNUAL REVIEW AND ASSESSMENTS	3 years		3 years	
204	CASE STUDIES	P E R M A N E N T			
205	COASTAL/MARINE RECORDS	P E R M A N E N T			
206	COMPILATION OF LAW REGARDING ENVIRONMENTAL AND NATURAL RESOURCES	P E R M A N E N T			
207	COMPILATION OF POLICY/ISSUANCES Electronic Copies	1 year		1 year	After transferred to other medium
	Hard Copies	P E R M A N E N T			
208	DOCUMENTATION AND EVALUATION OF PROJECTS	5 years	5 years	10 years	After completion of the project
209	ENVIRONMENT NATURAL RESOURCES ACCOUNTING PROGRAMS (ENRAP)	P E R M A N E N T			
210	FORESTRY FILES Policies and Guidelines Master Plans	P E R M A N E N T			
211	FUELWOOD POLICY STUDIES	P E R M A N E N T			
212	MANGROVE FILES Compilations of Regulations Final Study Reports Manuals	P E R M A N E N T			
213	POSITION PAPERS ON LEGISLATIVE MEASURES	P E R M A N E N T			
214	PROCEDURAL MANUALS	P E R M A N E N T			
215	QUALITY REPORTS	5 years		5 years	
216	STATISTICS FILES Compendium	P E R M A N E N T			
	Data	5 years		5 years	
	Manuals	P E R M A N E N T			
	Matrix	5 years		5 years	
	Results	5 years		5 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
217	WATERSHED FILES Area Profiles Guidelines for Watershed Management Manuals on Research <u>Project Development and Evaluation Division</u>	P E R M A N E N T			
218	ANNEXES (MATRIX/TABLE OF CONTENTS) OF THE PROJECTS	2 years		2 years	
219	ANNUAL PERFORMANCE REVIEW OF THE PROJECTS	6 years		6 years	
220	DENR INPUTS TO SONA	2 years		2 years	
221	PROJECT EVALUATIONS PROPOSALS	2 years		2 years	
222	REPORTS Accomplishments Annual Monthly Annual General Inspections Compilations of Reports Regional Sectoral Consolidated Regional/Sectoral Evaluations/Assessments Historical One Hundred (100) Days Socio-Economic SONA Transitions Validations Year-End/First Year		P E R M A N E N T		After completion of the project
		2 years		2 years	
			P E R M A N E N T		
		5 years		5 years	
			P E R M A N E N T		
		2 years		2 years	
			P E R M A N E N T		
		3 years		3 years	
			P E R M A N E N T		
			P E R M A N E N T		
		2 years		2 years	
		5 years		5 years	
		3 years		3 years	
223	STANDARD OPERATING PROCEDURES		P E R M A N E N T		
224	SUCCESS STORIES		P E R M A N E N T		
225	SUMMARIES OF TARGETS AND ACCOMPLISHMENTS <u>Research and Statistics Division</u>	2 years		2 years	
226	ANNUAL STATISTICAL ACCOMPLISHMENTS	2 years		2 years	
227	ANNUAL ASSESSMENT ON WORKSHOP OUTPUT	3 years		3 years	
228	COMMENTS ON RESEARCHES & STATISTICS	2 years		2 years	
229	COMPENDIUM ON BASIC ENR FOR OPERATIONS AND MANAGEMENT		P E R M A N E N T		
230	INVENTORIES OF GENDER STATISTICS	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
231	ENVIRONMENTAL & NATURAL RESOURCES (ENR) ACCOUNTING PROJECTS	P E R M A N E N T			After superseded
		2 years		2 years	
232	ENR STATISTICAL PROFILES CENRO PENRO Regional				
233	GENERAL PLANS OF ACTION (GPOA)	1 year		1 year	
234	HIGHLIGHTS/MINUTES OF MEETINGS Inter-Agency Committee on Environment and Natural Resources Statistics TWG-Land & Soil Resource Statistics TWG-Water Resource Statistics Inter-Agency Committee on Gender Statistics Regular/Special RSD Staff Meetings Statistical Concerns and Coordination Executive Committee Technical Committee	P E R M A N E N T			
		2 years		2 years	
		1 year		1 year	
		2 years		2 years	
235	INDICATIVE CALENDAR OF ACTIVITIES	1 year		1 year	
236	NATIONAL STATISTICS MONTH CELEBRATION ACTIVITIES	1 year		1 year	
237	REPORTS Manpower Strengths Attached Agencies Bureaus DENR Regional Offices Statistical Field Monitoring Statistical Reports Submitted by the Bureaus Status on Environment	2 years		2 years	
		2 years		2 years	
		3 years		3 years	
		P E R M A N E N T			
238	SECTORAL ACCOMPLISHMENTS	2 years		2 years	
239	SMALL ISLANDS INVENTORIES	P E R M A N E N T			
240	STATISTICAL EVALUATION RATINGS BASED ON STATISTICAL REPORTS	5 years		5 years	
241	STATISTICS NEWSLETTERS/PUBLICATIONS	P E R M A N E N T			Other copies dispose after 2 years
	<u>OFFICE OF THE UNDERSECRETARY FOR SPECIAL CONCERNS</u> SPECIAL CONCERNS OFFICE				
242	CONCEPT PAPERS Project Proposals Implemented Not-Implemented Special Programs/Projects Special Events	P E R M A N E N T			
		5 years		5 years	
		P E R M A N E N T			
		2 years		2 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
243	PROJECT PROPOSAL FILES				
	Directories	1 year		1 year	
	Facts (Background Information)	2 years		2 years	
	Letters	2 years		2 years	
	Memoranda	2 years		2 years	
	Resolutions				
	Approved	P E R M A N E N T			
	Working Papers	1 year		1 year	
244	SPECIAL PROGRAMS/PROJECT FILES***				
	General Requirements	P E R M A N E N T			
	Guidelines and Mechanics				
	Joint-Memorandum Circulars				
	Memoranda of Agreement				
	Pledges in Programs				
	Project's Profiles/Background Information				
	Thematic Maps				
	Other Supporting Documents	5 years		5 years	After completion of the program/project
	Affidavits				
	Assessment Results				
	Campaign Proposals				
	Comments				
	Policies				
	Proposed House Bills				
	Correspondences re: Programs				
	Directories				
	Evaluations of the Project Concept				
	Fact Sheets (Agenda)				
	Findings on Compliance				
	Identification Cards				
	Inventories of Small Islands				
	Lease Contracts				
	Lists				
	Accredited Agencies/Organizations				
	Areas By Regions				
	Turn Over Documents				
	Meeting Files				
	Highlights				
	Notices				
	Members Biodata				
	Nominees' Facts/Entries/Profiles				
	Notices of Hearings				
	Orders				
	Administrative/Department/Executive				
	Memorandum/Special				
	Proposed Activities				
	Questionnaires				
	Reports				
	Accomplishments				
	Meeting				
	Monitoring				
Progress					
Situational Analysis					
Status					
Training Designs					
Working Papers					
Workshop Results					

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
245	<p>SPECIAL EVENTS FILES (Record Set)***</p> <p>Attendance Sheets Briefing Information Sheets Briefing Papers Calendar of Activities Certifications of Acceptance Contests/Game Mechanics Cost Estimates Earth Day Messages Estimated Budgetary Requirements Executive Summaries Exhibit Concepts and Requirements Flow of Discussion/Activities Guidelines for the Contests Instructions for the Celebrations Itineraries Invitation Letters Lists Attendees/Envitees/Guests Checklists of Requirements Entries for the Contests Exhibitors/Participants Food Chains/Wet Markets Issues and Concerns Items Issued/Distributed Junior Chambers Pre-Anniversary Activities Prizes Summary Lists of Offices Volunteers Working Committee and Members Maps of Venues Matrix of Commitment Meeting Files Minutes Notices News Clippings Nomination Forms Orders Memorandum Special Pilot Study Proposals Plans Action Plans Framework Plans Location Plans Media Plans Sketch Plans Program of Activities Project Background for the Event Proposals Activities Budget Funding Requirements Project Reports Committee Reports Environment Monthly Report</p>	2 years		2 years	<p>After completion NOTE: The Special Events' DESIGNS & PHOTOGRAPHS are Permanent. CONTRACTS are disposable 5 years after expired/ terminated</p>

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 245	<p>SPECIAL EVENTS FILES (Record Set)</p> <p>Reports</p> <p>Summaries</p> <p>Travel</p> <p>Resolutions for Awards/Prizes</p> <p>Route Maps</p> <p>Schedule of Activities</p> <p>Schedules of Exhibit Viewing</p> <p>Summaries of Findings & Recommendations</p> <p>Venue Assignment</p> <p>Work Programs</p> <p>Working Papers Proclamations</p> <p>Workplans</p> <p>Workshop Results</p> <p><u>OFFICE OF THE UNDERSECRETARY FOR FIELD OPERATIONS</u></p> <p>PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE</p>	2 years		2 years	<p>After completion</p> <p>NOTE: The Special Events' DESIGNS & PHOTOGRAPHS are Permanent.</p> <p>CONTRACTS are disposable 5 years after expired/terminated</p>
246	<p>ABSTRACT PAPERS</p> <p>Researchers</p> <p>Studies Implemented</p> <p>Success Stories</p>	P E R M A N E N T			
247	AFFIDAVITS OF ANNUAL WORK OF OBLIGATIONS	1 year		1 year	After purpose had been served
248	<p>AGREEMENTS</p> <p>Forest Management</p> <p>Community Based</p> <p>Industrial</p> <p>Hauling</p> <p>Lease Agreements</p> <p>Agro Forestry</p> <p>Foreshore</p> <p>Mining</p> <p>Sawing</p> <p>Timber License</p>	5 years	20 years	25 years	<p>After terminated</p> <p>After terminated/renewed</p> <p>After terminated/expired</p> <p>After terminated/expired</p> <p>After expired</p>
249	ANNUAL INVESTMENT PLANS	1 year		1 year	After implemented
250	<p>APPLICATIONS</p> <p>Area Status of Clearances on Mining</p> <p>Certificates of Ancestral Domain Claim</p> <p>Leases</p> <p>Lode</p> <p>Mining</p> <p>Placer</p> <p>Order of Survey</p> <p>Permits</p> <p>Forest Management Occupancy</p> <p>Mining</p> <p>Revocable Permits</p>		P E R M A N E N T P E R M A N E N T		<p>After approved</p> <p>After approved</p> <p>After approved</p>
		1 year		1 year	
		1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 250	APPLICATIONS Public Lands Free Patent Homestead Others Reclaimed Land Lease		PERMANENT		
		1 year		1 year	After approved
251	AUTHORITIES TO CONSTRUCT Air Pollution Sources & Control Facilities Wastewater Treatment Works	5 years	10 years	15 years	
252	BONDS OF ACCOUNTABLE PROTECTED AREA WILDLIFE OF DENR EMPLOYEES	5 years		5 years	After cancelled
253	BOUNDARY DISPUTES Barangays Municipalities Provincial		PERMANENT		
254	BRIEFING KITS (MANUALS)	1 year		1 year	After superseded
255	CASES Cadastral Cases Claims and Conflicts Forestry Apprehensions Confiscations Seizures Reversions	7 years		7 years	After finality of judgment. Decisions/Orders/Resolutions are Permanent
256	CERTIFICATES Authorities to Transport Lumber Origin/Check Stations Stewardship Contracts Tree Planting	3 years 2 years 5 years 2 years	3 years	3 years 5 years 5 years 2 years	After expired After expired
257	CERTIFICATIONS Origins Timber Lumber Minor Forest Products Protected Areas & Management Board Member's Appointments Tree Planting Wildlife Registrations		PERMANENT PERMANENT 1 year PERMANENT		
258	CHECKLISTS Applications Mining Permits Orders of Survey Surveys Submitted	2 years		2 years	Provided superseded
259	CODES OF CONDUCT & GOOD GOVERNANCE		PERMANENT		
260	COMMITMENT SHEETS OF WORK TARGETS	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
261	COMMITTEE OF DECORUM INVESTIGATION RECORDS	P E R M A N E N T			
262	CONTRACT STUDIES	5 years		5 years	After terminated
263	CONTRACTS AND AWARDS Scholarship Stewardship	5 years		5 years	After renewed/expired
264	CONTRACTS OF LEASES Grazing Industrial Tree Planting Lode Mining Placer Tree Farm	5 years		5 years	After renewed
265	DEPUTATION / ASSIGNMENTS OF PERSONNEL	2 years		2 years	
266	ECONOMIC AND SOCIAL IMPACT ANALYSIS OF AGROFORESTRY	5 years		5 years	
267	ENVIRONMENTAL COMPLIANCE CERTIFICATES	5 years	10 years	15 years	Provided original copy is kept intact in the Environmental Mgt. Bureau (EMB-RDS # 198)
268	ENVIRONMENTAL COMPLIANCE FOR LAND CONVERSIONS	5 years	10 years	15 years	Provided original copy is kept intact in the Environmental Mgt. Bureau (EMB-RDS # 203)
269	FOREST GUARDS FILES Assessment Categories Deployment Schemes	2 years		2 years	
270	FORESTRY SUPPORT FILES Agricultural Watershed Other Conservation Actions Windbreaks	2 years		2 years	
271	GUIDELINES Accomplishment Validations Completed Staff Work Monitoring and Evaluations Protected Areas Water Classifications	2 years 5 years		2 years 5 years	After superseded
272	INDEX CARDS OF ISOLATED SURVEYS	P E R M A N E N T			
273	INVENTORIES Boundaries Cadastral/Isolated Surveys Confiscate Square Timber/Lumber Forest Occupants Forest Resources Indigenous Upland Farming Technology Reforestation Projects Survey Lines Surviving Trees Titles/Patents	1 year		1 year	After superseded

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
274	INVENTORY OF SEEDLINGS GIVEN FREE	P E R M A N E N T			
275	LAND TITLES	P E R M A N E N T			
276	LAND USE INVENTORY QUESTIONNAIRES	1 year		1 year	After evaluated
277	LICENSES Ordinary Minor Processing Plant Saw Mills	1 year		1 year	After renewed/expired
278	LISTS Accredited Wood Exporters Annual Grazing Reports Applicants for Forest Occupancy Management Permits Assignment of Personnel Barangays Adjacent to Forest Land Covered with Inventory of Forest Occupants Forest/Tree Park Not Covered with Inventory of Forest Occupants Public Officials Recommended for Deputation as Forest Officers Cancelled Lease Agreement Farm Land Grazing Pasteur Certificates of Stewardship Contract Holders Communal Forest Community Development Officers Completed Land Evaluation Project Factories/Firms Industrial With Permit to Operate Forage Seed Samples Forest Guards Manning Check Points Historic Trees for Possible Authentication Integrated Social Forestry Projects Laborers Employed at Reforestation Projects Locations of Various Check Points Lumber Dealers Maps Medical Plants Parks in the Philippines Parks and Wildlife Personnel Pasteur Applications Pasteur Lease Agrrement Permits Issued Pollutive Industries Projects by Congressional Districts Provincial & Municipal Officials Survey Claimants Survey Returns	1 year		1 year	After superseded/updated

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
279	MAPS Approved Survey Plans Assessors Base Cadastral Communal/Communal Tree Farm Community Based Forest Management Maps Control Classification Forest Occupancy Management Forest Resource Condition Geological and Reconnaissance Isolated Land Classification/Sub-Classification Land Use Military and Civil Reservation Mineral Land Survey Mounted Municipal Forest Resources Municipal & Provincial Maps Photogrametry Progress Projected Protected Areas Public Land Survey Reforestation Resettlement Sketch Slope Soil Stewardships Technical Descriptions Topographic Vegetative Civer Map Watershed Zhematic Zonification	P E R M A N E N T			
280	MEMORANDA OF AGREEMENT/UNDERSTANDING Mangrove Areas Wildlife Collectors Farm Gratuitous Others	P E R M A N E N T			
281	NOTICES FOR ADDITIONAL REQUIREMENTS	2 years		2 years	After completely complied
282	ORDERS Applications Cancellation Non-Renewal Rejection Closure Confiscation Forfeiture	P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
287	PLANS Development Plans Forest Protection and Management Grazing Management Master Development National Internal Security Plans Operation Work Plans Reforestation Resource Use Plans (RUP) Specific Forest Protection Strategic Plans	P E R M A N E N T			If implemented, otherwise dispose after 10 years If implemented, otherwise dispose after 5 years If implemented, otherwise dispose after 3 years If implemented, otherwise dispose after 3 years If implemented, otherwise dispose after 10 years If implemented, otherwise dispose after 5 years
288	POLLUTION CLEARANCES	5 years	10 years	15 years	
289	PROJECT PROFILES (BRIEFING KITS)	P E R M A N E N T			For agency reference
290	PROVINCIAL PEACE AND ORDER COUNCIL FILES Cutting ENR Crimes Illegal Logging Transport	5 years		5 years	After settled
291	QUERIES Geology of the Area Mineral Resources found in the Area	2 years		2 years	After acted upon
292	REFORESTATION CONTRACTS Comprehensive Site Devt. Projects Family Approach Local Government Units Non-Government Units	5 years		5 years	After renewed/expired
293	REGISTRATIONS OF DECLARATION OF LOCATIONS	P E R M A N E N T			
294	REPORTS Assessments Collection & Exportation of Animals Communal Tree Farm Activities Evaluations Forest Land Distributions Forest Occupants Forest Programs Forest Protections Forest Utilizations Geological Reports Maps Laboratories Individual Land Classification Infestations	5 years		5 years	
		P E R M A N E N T			
		2 years		2 years	
		2 years		2 years	
		P E R M A N E N T			
		5 years	5 years	10 years	
		2 years		2 years	
		2 years		2 years	
		2 years		2 years	
		P E R M A N E N T			
		2 years		2 years	
		P E R M A N E N T			

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
cont. 294	REPORTS				
	Integrated Social Forestry Programs	2 years		2 years	After finally settled
	Investigations	7 years		7 years	
	Laboratory Analysis	P E R M A N E N T			
	Land	P E R M A N E N T			
	Evaluations				
	Certifications				
	Classifications				
	Sub-Classifications				
	Verifications				
	Livelihood	2 years	3 years	5 years	
	Motor Vehicle Pollution Control	P E R M A N E N T			
	Operational	2 years		2 years	
	Parcellary Perimeters	P E R M A N E N T			
	Productions	4 years		4 years	
	Research Proposals				
	Progress				
	Annual	P E R M A N E N T			
	Quarterly	2 years		2 years	
	Terminal	P E R M A N E N T			
	Solid and Toxic Waste Paper	P E R M A N E N T			
	Statistical				
	Land Classification	P E R M A N E N T			
	Land Use	P E R M A N E N T			
	Lumber Dealers	2 years		2 years	
	Mangrove	P E R M A N E N T			
	Ordinary Minor	2 years		2 years	
	Public Land Application Manually Coded	2 years		2 years	
	Protected Areas and Wildlife Services	2 years		2 years	
	Regulatory	P E R M A N E N T			
	Status				
	Air and Waste Quality Monitoring	5 years	5 years	10 years	
	Lease Agreement Holders	P E R M A N E N T			
	Forest Grazing				
	Pasteur				
	Reforestations	P E R M A N E N T			
	Summaries				
	Forest Protection Plans	2 years		2 years	
	Lumber Production's Disposition	P E R M A N E N T			
	Survey				
	Municipal Watershed Reservation	2 years		2 years	
	Parcellary	P E R M A N E N T			
	Relocations	2 years	3 years	5 years	
	Verifications	2 years		2 years	
	Wetland	5 years	5 years	10 years	
295	REQUESTS TO SUBMIT CORRECTION SURVEY RETURNS	1 year		1 year	After acted upon
296	RESEARCHES	P E R M A N E N T			Transfer to Library
	Forest Ecosystems				
	Freshwater and Coastal Zone				
	Grassland and Degraded Ecosystems				
	Upland Farms Ecosystems				
297	RESETTLEMENT PROJECTS	5 years		5 years	After implemented

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
298	SCALE SHEETS	1 year		1 year	
299	SCHEDULES OF GAPPING	1 year		1 year	
300	SKETCHES OF AREA SURVEYED	P E R M A N E N T			
301	SOIL SERIES MANUALS	P E R M A N E N T			
302	STATISTICAL DATA ON FORESTRY SECTOR	P E R M A N E N T			
303	STUDIES Critical Feasibility	P E R M A N E N T			Transfer to Library
304	SUMMARIES Accomplishments and Evaluations Contract Reforestation Performance and Evaluations	2 years		2 years	
305	SURVEY FILES	P E R M A N E N T			*
	Certificates of Global Positioning System Evaluation Data	P E R M A N E N T			
	Compass Survey Results	P E R M A N E N T			
	Forest Occupancy	1 year		1 year	After evaluated
	Planting	1 year		1 year	After evaluated
	Survey Returns	1 year		1 year	After data are gathered and evaluated
	Cadastral	P E R M A N E N T			
	Advance Plans	P E R M A N E N T			
	Emancipation Patents	P E R M A N E N T			
	Fishponds	P E R M A N E N T			
	Group Settlements	P E R M A N E N T			
	National Reservations	P E R M A N E N T			
	Original (Homestead Sales, Leases)	P E R M A N E N T			
Project Control	P E R M A N E N T				
Relocations	P E R M A N E N T				
Subdivisions (Titled/Untitled)	P E R M A N E N T				
Verifications	P E R M A N E N T				
Technical Descriptions	P E R M A N E N T				
306	VALIDATION SHEETS	1 year		1 year	
	COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE				
307	APPLICATIONS	1 year		1 year	After approval
	Lumber/Log Dealers				
	Operate Plantations				
	Industrial Tree Plantations				
	Wood Processing Plants				
	Permits				
	Private Land Timber				
	Special				
Renewal Contracts of Lumber Dealers					
Road Right of Way					
308	ASSESSMENTS ON SOLID WASTE DISPOSAL	1 year		1 year	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
309	AUTHORIZED ACTIVITIES IN FIELD OPERATIONS	1 year		1 year	
310	CALENDARS OF MAJOR REFORESTATION ACTIVITIES	1 year		1 year	
311	CERTIFICATES Certificates of Origin (CTO) Certificates of Cancelled CTO Original Approved Certificates Mangrove Stewardships	P E R M A N E N T			
312	CERTIFICATIONS Charcoals Transported Permits to Cut and Transport Status of Lots Taxation Purposes Timber Transported	2 years		2 years	
313	COMPILATION OF CUTTING PERMITS	5 years		5 years	
314	CONTEXTUAL ANALYSIS REPORTS	5 years		5 years	
315	FOREIGN ASSISTED PROJECTS	P E R M A N E N T			
316	INVENTORIES OF GOVT. ESTATE PROPERTIES UNDER CUSTODY	1 year		1 year	After updated
317	LISTS OF BARANGAY WITHIN FOREST LAND	1 year		1 year	After superseded
318	OPERATION STRATEGIES	P E R M A N E N T			
319	ORDERS OF APPROVAL RE: APPLICATIONS AND ISSUANCE OF PATENTS	2 years		2 years	After expiration of patent
320	PLANS Annual Operations Annual Reforestations Capability Assessments Commitments Contingency Disaster Preparedness & Meditations Five-Year Protection Plans Forest Protection & Fire Occupancy Mgt. Indicative Master Plans Subwatershed Rehabilitation	5 years 5 years 3 years 3 years		5 years 5 years 3 years 3 years	
		P E R M A N E N T			
		P E R M A N E N T			
		5 years		5 years	
		P E R M A N E N T			
		3 years		3 years	
		P E R M A N E N T			
		P E R M A N E N T			
321	POLICY STUDIES' IMPLEMENTATION FEEDBACK	5 years		5 years	
322	POLICY STUDIES	P E R M A N E N T			
323	PROGRAMS Community Forestry Integrated Social Forestry	5 years		5 years	

5. ITEM NO.	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
324	REFORESTRATION CONTRACT'S GUIDELINES	P E R M A N E N T			
325	REPORTS Concession Guard Forest Occupancy Survey Summaries Grazing Lands Ground Investigation/Verification Illegal Logging Inspection on Lumber Deposited in Sawmill Inventories Alienable & Disposable Land Logs Partial Forest Resources Residuals Logponds Manifestations Milling of Sawmills Operable Virgin Forests Price Monitoring Production of Sawmills Reforestations Status of Timber Licenses Timber Stand Improvements Verification of Shipments	2 years		2 years	After consolidated in the Annual Report
326	REQUESTS FOR USE OF CONFISCATED FOREST PRODUCTS	1 year		1 year	After acted upon
327	SCHEDULES OF LAND AND LAND IMPROVEMENT OUTLAYS	5 years		5 years	
328	SEEDLING FILES Requests Seedling Disposition Stock Reports	1 year		1 year	
329	STATUS OF CONGRESSIONAL INITIATIVE PROJECTS	5 years		5 years	
330	STATUS OF WATERSHED REHABILITATION	5 years		5 years	
331	SUPPLY CONTRACT & IDENTIFICATION OF ACTIVE DEALER WITH EXPIRED LICENSE	5 years		5 years	After terminated
332	TURN-OVER ACCEPTANCE OF COMMUNITY BASED REFORESTATION PROJECTS	P E R M A N E N T			
	***SPECIAL PROGRAMS/PROJECTS/EVENTS' TITLE/NAMES AGENDA 21 Earth Day Green Philippines Highways Handog Titulo Urban Forestry Program World Wet Lands Day Youth/Green Brigade Others				

9. Prepared by:

Corazon Mera-Camat
CORAZON M. CAMAT

Supervising Administrative Officer

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Chief, Records Mgt. & Documentation Division

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Director, Administrative Service
Chairman, Records Management Improvement Committee

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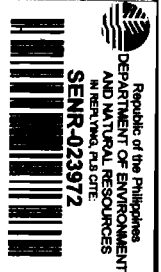
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HON. JOSE L. ATIENZA, JR.
DENR Secretary



TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

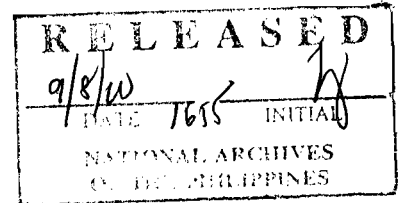
This Records Disposition Schedule

- is being returned for improvement / correction
- is being recommended for approval

[Signature]
VENECIA C. MAXIMO

Chairman
Records Management Evaluation Committee

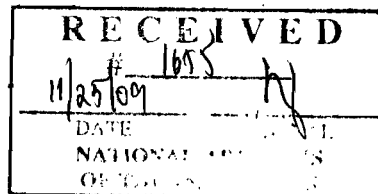
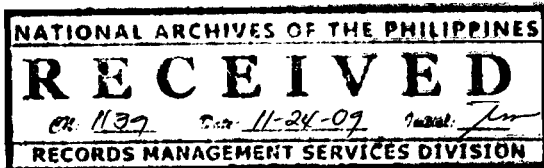
9/6/10
Date



APPROVED:

[Signature]
MARIETTA R. CHOU
Executive Director

September 8, 2010
Date



11. Other Recommending Approval:

RECORDS MANAGEMENT IMPROVEMENT COMMITTEE MEMBERS


ATTY. ALMA R. LANZO
Legal Service


MA. CAROLINA M. ESQUELA
HEA


HAYDE LATO
FASPO


ZENAIIDA MUÑOZ
Planning Service


ALMA LOGMAO
Financial Management Service


DEXTER TINDOC
OUSC


CORAZON M. CAMAT
RMDD


ROBERTO DE LEON
MISD


CRESENCIA I. OLIVAR
Secretariat

EVANGELINE CALUBIT
IAS


ALEJANDRO DELA CRUZ
Secretariat


JOCELYN B. DE LAYOLA
Secretariat

