



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR : **All Heads of Offices
DENR Proper**

ATTN : **Records Custodian**

FROM : **The Director
Administrative Services**

DATE : **12 January 2004**

SUBJECT : **DISPOSAL OF VALUELESS DOCUMENTS**

Please be informed that the Records Management and Documentation Division (RMDD) in coordination with Records Management and Archives Office (RMAO) is getting rid of valueless records of the department in February 2004. It is therefore requested that all documents, that cease to have utility value, from the different divisions and services be brought to the basement for inventory, appraisal and subsequent disposition.

Further, offices with documents being kept temporarily by RMDD are requested to review and claim the same. Unclaimed documents and those that are dumped without proper coordination with RMDD shall likewise be included in the disposal.

For information and compliance.


RAMON M. EZPELETA, CESO IV