



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : All Offices
DENR Central Office

ATTENTION : All Records Custodian

FROM : The Director
Administrative Service

SUBJECT : **RECORDS HOLDINGS**

DATE : March 03, 2005

In order to have a more functional Records Retention Disposal Schedule in our Department, may we request your respective Records Custodian to include your records holdings, incase same is not yet indicated thereat, in the attached RMDD's "List of Records Holdings".

The list will be submitted to the Records Management Improvement Committee (RMIC) for review and evaluation to determine the time utility values and retention period of our records. The Committee shall in turn establish and develop a Records Disposition Program which will rationalize our records holdings.

All listings must be submitted on or before 31 March, 2005 to give sufficient time for the RMIC to review and make recommendations for approval of the Secretary. For this purpose, a one (1) day seminar workshop is intended for all Records Officer/Custodian after the approval of the Records Retention Disposal Schedule. Date and venue will be announced later.

Also, may we remind you to please turn-over to the Non-Current Section, Records Management and Documentation Division all your valueless records for purposes of classification and disposal before the start of the rainy season.

For your information and compliance.


RAMON M. EZPELETA

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