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March 10, 2021

MEMORANDUM

FOR/TO : **ALL OFFICIALS AND EMPLOYEES**
DENR Central Office

FROM : **THE DIRECTOR**, Administrative Service and
CHAIRMAN, Records Management Improvement Committee (RMIC)

SUBJECT : **SUBMISSION OF INVENTORIED VALUELESS RECORDS FOR
PROPER DISPOSAL**

In line with the Environmental Management System (EMS) of the department and in order to avoid the pile up of voluminous records, the submission of inventoried valueless records for proper disposal is hereby instructed. All documents that cease to have utility value be properly inventoried per DENR Memorandum Circular (DMC) No. 2010-16 dated October 08, 2010, entitled "Implementation of the Approved Records Retention and Disposition Schedule".

The National Archives of the Philippines (NAP) Form 1 can be downloaded thru <http://nationalarchives.gov.ph/wp-content/uploads/2015/05/NAP-Form-1-inventory-appraisal.pdf>

For your information and immediate action.

ROLANDO R. CASTRO

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