



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618
426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367

July 28, 2022

MEMORANDUM

FOR/TO : ALL OFFICIALS AND EMPLOYEES
DENR Central Office

ATTN : ALL RECORDS CUSTODIANS

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

SUBJECT : SUBMISSION OF INVENTORIED VALUELESS RECORDS FOR
PROPER DISPOSAL

In compliance with the National Archives of the Philippines (NAP) General Circular No. 2 entitled "Guidelines on the Disposal of Valueless Records in Government Agencies", the submission of inventoried valueless records for proper disposal is hereby instructed.

All documents that cease to have utility value shall 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>).

Please coordinate with the Records Management Division in the proper filling-out of the abovementioned form.

For your information and immediate action.

ROLANDO R. CASTRO