



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



**MEMORANDUM**

**FOR : All Regional Executive Directors  
All Bureau Directors**

**FROM : The Director  
Administrative Service  
and Chairman, DENR Records Management  
Improvement Committee (RMIC)**

**SUBJECT : REQUEST FOR CREATION OF THE RESPECTIVE DENR  
SUB-COMMITTEE ON RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE (RMIC)**

**DATE : MAY 16 2024**

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This is in relation to the compliance with Paragraph 3.4, Article III of the National Archives of the Philippines (NAP) General Circular No. 1 dated January 20, 2009, which states that each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management. The Chairman and members of which shall be designated by the Regional Executive Director.

The DENR Central Office has reconstituted the members of the RMIC as per DENR Special Order No. 2016-733 dated November 21, 2016.

Likewise, we respectfully suggest that all bureaus and regional offices create/reconstitute their respective DENR Regional/Bureau Sub-committee on RMIC. The attached draft template may be used as guide in the creation/reconstitution of a special order.

The said committee shall take charge of the inventory and proper disposition of records as per DENR Memorandum Circular (DMC) No. 2010-16 dated October 08, 2010.

For your consideration and appropriate action.

  
**ROLANDO R. CASTRO**

MEMO NO. 2024 - 434



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**SPECIAL ORDER**  
**NO. 2024 - \_\_\_\_\_**

**SUBJECT: CREATION OF THE DENR SUB-COMMITTEE ON RECORDS MANAGEMENT IMPROVEMENT COMMITTEE (RMIC)**

In the interest of the service and pursuant to the provision of Republic Act No. 9470, otherwise known as the "National Archives of the Philippines (NAP) Act 2007", the DENR Records Management Improvement Committee (RMIC) is hereby reconstituted to serve as an Advisory Body on matters of Records Disposition Schedule and other matters towards the improvement of its systems and procedures.

The Committee shall be composed of the following:

Assistant Regional Director, Management Service	- Chairman
Chief, Administrative Division	- Vice Chairman
Representative of the Commission on Audit	- Member
Representative of the Division	- Member
Representative of the Legal Division	- Member
Representative of the Planning and Management Division	- Member
Representative of the _____	- Member

The Sub-Committee shall perform the following functions:

1. Formulate new policies and guidelines in the creation of communications/ administrative issuances;
2. Formulate policies and guidelines for the identification and preservation of records of permanent value and the sale/destruction of valueless records;
3. Responsible for the systematic records management program in all phases of Records Management, i.e. creation, maintenance and disposition;
4. Oversee the inventory, analysis and evaluation of records;
5. Responsible for the identification and preservation of documents which are of continuing value and requirement permanent retention and records of temporary value which may be promptly disposed of at the expiration of pre-determined periods;
6. Secure authority from the NAP for the disposal of valueless records and/or transfer of archival value;
7. Take charge of the custody of valueless records until their disposal is authorized;
8. Oversee the actual disposal of records and/or transfer of archival records to NAP and maintain all documents pertaining thereto;
9. Develop policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records;
10. Establish a depository space/area for the storage of records that are no

- longer needed by the department but which are not yet ready for disposal;
11. Coordinate with the Records Management Division-DENR CO, National Archives of the Philippines and Commission on Audit concerning records management matters.

The Sub-Committee shall convene regularly or whenever necessary upon the call of the Chairman and submit recommendation to the Regional Executive Director in support of its objectives and functions.

All expenses to be incurred by the above-mentioned officials in the performance of their duties and responsibilities as members of the Sub-Committee shall be chargeable against the department fund subject to accounting and auditing rules and regulations.

This Order shall take effect immediately.

Regional Executive Director

**DRAFT**

# National Archives of the Philippines

REPUBLIC OF THE PHILIPPINES  
NATIONAL ARCHIVES OF THE  
PHILIPPINES

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**NAP GENERAL CIRCULAR No. 1  
January 20, 2009**

**TO : HEADS OF ALL BRANCHES OF THE GOVERNMENT, CONSTITUTIONAL OFFICES, LOCAL GOVERNMENT UNITS (LGUS), GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS (GOCCs), GOVERNMENT FINANCING INSTITUTIONS (GFIs), STATE UNIVERSITIES AND COLLEGES (SUCs), PHILIPPINE EMBASSIES, CONSULATES AND OTHER PHILIPPINE OFFICES ABROAD.**

**SUBJECT: RULES AND REGULATIONS GOVERNING THE MANAGEMENT OF PUBLIC RECORDS AND ARCHIVES ADMINISTRATION**

These rules and regulations are issued under the provision of RA 9470 otherwise known as the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations, to effect better coordination in the management of government records and public archives. The National Archives of the Philippines is mandated to plan, develop, prescribe, disseminate, and enforce policies, rules and regulations and coordinate government-wide programs governing the creation, general protection, use, storage and disposition of public records including the acquisition, storage and preservation of public archives and providing facilities for reference, research or other purposes.

(Sgd.) MARIETTA R. CHOU  
*Acting Executive Director*

## ARTICLE I COVERAGE

### Rule 1

These rules and regulations have been promulgated to be followed by all government agencies empowering better coordination in the management of government records and public archives.

## ARTICLE II RECORDS AND ARCHIVES TERMINOLOGY

### Rule 2. Definition

**Access** – refers to the granting of permission to:

- (1) use the reference service of an archives institution;
- (2) examine and study individual archives and records or collections held by archives; and
- (3) extract information from archives and records for research or publication;

**Accession** – refers to the process of transferring non-current / archival records from the custody of an operating agency to the administrative control and guardianship of a records center / archival agency;

**Agency** – refers to any agency other than the National Archives of the Philippines;

**Archives** – shall refer to:

- (1) public records, papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual, or print, which by their nature and characteristics have enduring value, that have been selected for permanent preservation;

records, reproduction of records, or information from or / about records, the last in conference or in writing;

*Restriction* – refers to the limitation placed by authority on access to records or information;

*Restricted Access Records* – refer to records which access have been restricted because there exists a legal impediment and/or standard or advice issued by the Executive Director, NAP, that requires such public records to be withheld from public access;

*Retention Period* – refers to the specific period of time established and approved by the National Archives of the Philippines as the life span of records, after which they are deemed ready for permanent storage or destruction;

*Transfer of Records* – refers to the systematic movement of records out of high cost space and equipment to less expensive storage area / Records Center;

*Valueless Records* – refer to all records that have reached the prescribed retention periods and outlived the usefulness to the agency or the government as a whole;

*Vital Records* – refer to records containing information essential for: emergency operation during a disaster; the resumption and/or continuation of operations; the re-establishment of the legal, financial and/or functional status of the organization; and the determination of the rights and obligations of individuals and corporate bodies with respect to the organization.

### ARTICLE III

## RECORDS MANAGEMENT AND ARCHIVES ADMINISTRATION

### Rule 3. Requirements of Records and Archives Management

#### 3.1. Establishment of a Records and Archives Management Program

All government agencies shall establish and maintain an active continuing program directed to the application of efficient and economical records

management methods relating to the creation, utilization, maintenance, retention, preservation and disposal of public records.

#### 3.2 Establishment of Records and Archives Office / Unit

All government agencies shall each establish their records and archives office / unit in coordination with the DBM and the NAP from their organic personnel within a year from the date of effectivity of R.A. 9470. The Records Officer or Archivist of a government agency shall head the said office/unit.

#### 3.3 Agency's Records Officer

Each agency shall appoint a qualified Records Officer for the purpose of implementing and overseeing a records management program and to serve as liaison with the NAP.

In the absence of a qualified Records Officer, a Records Custodian may be designated temporarily by the head of the agency or appointing body.

#### 3.4 Records Management Improvement Committee: Its Composition and Functions

Each agency shall create a Records Management Improvement Committee (RMIC) as an advisory body on the development of records management, the Chairman and members of which shall be designated by the Head of the Agency.

#### 3.5 Agency Records Management Manual

Each agency shall develop and maintain a records management operations' manual which shall contain the functions, organizational chart of the records office, policies and standard operating procedures on records management activities.

### Rule 4. Records and Archives Management Training Program

4.1 The NAP shall initiate, develop and conduct nationwide training programs on records and archives management



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NOV 21 2016

**SPECIAL ORDER**  
**NO. 2016 - 733**

**SUBJECT: RECONSTITUTION OF THE DENR RECORDS MANAGEMENT  
IMPROVEMENT COMMITTEE (RMIC)**

In the interest of the service and pursuant to the provision of Republic Act No. 9470, otherwise known as the "National Archives of the Philippines (NAP) Act 2007", the DENR Records Management Improvement Committee (RMIC) is hereby reconstituted to serve as an Advisory Body on matters of Records Disposition Schedule and other matters towards the improvement of its systems and procedures.

The Committee shall be composed of the following:

Director, Administrative Service	-	Chairman
Chief, Records Management Division	-	Vice Chairman
Representative of the Commission on Audit	-	Member
Representative of the Financial and Management Service	-	Member
Representative of the Foreign Assisted Project Service	-	Member
Representative of the Head Executive Assistant	-	Member
Representative of the Internal Audit Service	-	Member
Representative of the Legal Service	-	Member
Representative of the Policy and Planning Service	-	Member
Representative of the Human Resource Development Service	-	Member
Representative of the Knowledge and Information Systems Service	-	Member
Representative of the Strategic Communication and Initiatives Service	-	Member
Representative of Other Offices (RBCO, MBCO, CARP)	-	Member

The Committee shall perform the following functions:

1. Formulate new policies and guidelines in the creation of communications/administrative issuances;
2. Formulate policies and guidelines for the identification and preservation of records of permanent value and the sale/destruction of valueless records;
3. Review or amend the Records Disposition Program to solve problems of space, time and money;

4. Create sub- committees represented by the various units maintaining records to conduct inventory, evaluation and determination of time and utility value and retention periods of records; and
5. Coordinate with the National Archives of the Philippines and COA concerning records management matters.

The Committee shall convene regularly or whenever necessary upon the call of the Chairman and submit recommendation to the Secretary in support of its objectives and functions.

All expenses to be incurred by the above mentioned officials in the performance of their duties and responsibilities as members of the Committee shall be chargeable against the agency fund subject to accounting and auditing rules and regulations.

This Order shall take effect immediately and shall supersede all previous orders inconsistent herewith.

  
**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Administration and Information Systems

