



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

January 19, 1989

DENR SPECIAL ORDER)  
NO. 68 :  
Series of 1989 )

SUBJECT : Creation of a Records Management Improvement  
Committee.

In compliance to the provisions of Department of Education, Culture and Sports (DECS) Order No. 13-B, Series of 1988, there is hereby created a Records Management Improvement Committee (RMIC) to serve as an Advisory Body on matters pertaining to all phases of Records Management, particularly in the development of the records disposition schedule and such other matters towards the improvement of its systems and procedures.

The Committee shall be composed of the following:

Chief, Administrative Service	- Chairman
Chief, Records and Documents Division	- Vice-Chairman
Chief, Records Division, Land Management Bureau	- Member
Representative of the Legal Service	- Member
Representative of the Planning and Policy Service	- Member
Representative of the HEA	- Member
Representative of the Management Division	- Member

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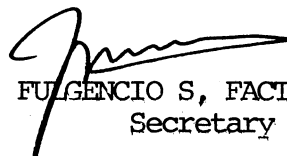
The Committee shall perform the following functions:

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. Establish a Records Disposition Program to solve problems of space, time and money;
4. Create sub-committees to be composed of qualified employees representing each of the various units maintaining records to conduct inventory and appraisal of their respective file;
5. Formulate and recommend Records Retention and Disposal Schedule to include inventory, evaluation and determination of time and utility values and retention periods of records; and
6. Coordinate with the Records Management and Archives Office, DECS and COA concerning records management matters.

The RMIC shall meet/convene regularly or whenever necessary upon the call of the Chairman and submit recommendations to the Secretary in support of its objective/functions.

All expenses to be incurred by the abovementioned officials in the performance of their duties/responsibilities shall be chargeable against agency fund, subject to accounting and auditing rules and regulations.

This Order takes effect immediately.



FULGENCIO S, FACTORAN, JR.  
Secretary