



Republic of the Philippines
Department of Environment and Natural Resources
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APR 10 2008

SPECIAL ORDER
No. 2008- 242

**SUBJECT : CREATION OF A RECORDS MANAGEMENT
IMPROVEMENT COMMITTEE (RMIC) IN THE
CENTRAL OFFICE**

Pursuant to the provisions of Republic Act 9470 dated May 21, 2007 and in compliance with the Department of Education, Culture and Sports (DECS) Order No. 13-A, series of 1988, a Records Management and Improvement Committee is created 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 and Documentation Division	-	Vice Chairman
Representative of the Legal Service	-	Member
Representative of the Planning Service	-	Member
Representative of the Foreign Assisted Project	-	Member
Representative of the Head Executive Assistant	-	Member
Representative of the Commission on Audit	-	Member
Representative of the Special Projects	-	Member
Representative of the Financial and Management Service	-	Member
Representative of the Management Information Systems Division	-	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 Records Management and Archives Office, DECS 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 remain in force until revoked in writing.


MANUEL D. GEROCHI
OIC, Secretary

