



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632)929-66-26 to 29 | (632)929-62-52
929-66-20 | 929-66-33 to 35
929-70-41 to 43

MEMORANDUM CIRCULAR

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SUBJECT : RECORDS RETENTION AND DISPOSITION SCHEDULE

In order to have an efficient and effective classification program in the retention and disposition of valueless documents/records of the Department, all offices shall observe the Records Retention and Disposition Schedule provided by the Records Management and Documentation Division pursuant to the DECS Department Order No. 13-A dated February 3, 1983, "Guidelines on the Decentralized Disposal of Valueless Records in Government Agencies".

Hence, any document not specified in the schedule herein attached for reference, shall be evaluated according to the general rule of the said DECS Department Order. Documents that reach their maximum retention period and can be considered as valueless documents shall be properly turned-over to the Records Management and Documentation Division for proper disposition.

These guidelines shall take effect immediately.




MICHAEL T. DEFENSOR,
Secretary

**Department of Environment and Natural Resources
RECORDS MANAGEMENT AND DOCUMENTATION DIVISION
RECORDS RETENTION AND DISPOSITION SCHEDULE**

TYPES OF DOCUMENTS	RETENTION PERIOD	REMARKS
Application for Employment	1 yr.	
Application for Leave of Absence, after absences have recorded in the leave card	1 yr.	
Application for Resignation/ Transfer/ Retirement	1 yr.	
Certificate of Appearance	1 yr.	
Certificate of Clearance	1 yr.	
Curriculum Vitae, if superseded / updated	1 yr.	
Daily Time Records (CS Form 48), after absences has been posted in the leave card	1 yr.	
Delivery Receipts	1 yr.	
Employee Interview Report, after separation of employee	1 yr.	
Gate Pass	1 yr.	
Job Orders	1 yr.	
Mailing Lists	1 yr.	
Memorandum Receipts for Equipment, Semi-Expandable & Non-Expandable Property (GF 32-A), after equipment has been returned/cancelled	1 yr.	
Minutes of Staff Meeting	1 yr.	
**News Clippings	1 yr.	
Performance Appraisal Report	1 yr.	
Performance Ratings	1 yr.	
Performance Target Worksheet	1 yr.	
Position Classification Papers (job description, request for classification & recommendation, notices of classification action), if superseded	1 yr.	
Press Release	1 yr.	
**Radio Messages	1 yr.	

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TYPES OF DOCUMENTS	RETENTION PERIOD	REMARKS
Inventory of Tag Cards	2 yrs.	
Monthly Report of Income	2 yrs.	
Monthly Settlement of Monthly Subsidiary Ledger Balance (GF-05-A)	2 yrs.	
Permission to engage in business/private practice and/or teach, after approval	2 yrs.	
Personal Data Sheet, after superseded	2 yrs.	
Semi-Annual Efficiency Reports	2 yrs.	
Supplier's Identification Certificates w/ Procurement after renewal	2 yrs.	
Training Reports	2 yrs.	
Acknowledgements (inquiries/requests, etc.), after date of correspondence	3 yrs.	
Advice of Allotment	3 yrs.	
Application for Bonding Officials/Employees (GF 58-A), after cancellation	3 yrs.	
Auditor's Contract Cards (GF-53-A)	3 yrs.	
Budget Estimates including Analysis Sheets	3 yrs.	
Budgetary Ceiling	3 yrs.	
Cash Disbursement Ceiling	3 yrs.	
Estimates of Monthly Income	3 yrs.	
Invoices of Receipts of Accountable Forms (GF-33-A), after issuance of clearance	3 yrs.	
Invoices of Receipts for Property (GF 30-A), after issuance of clearance	3 yrs.	
Invoices of Receipts for Transfer (GF 10-A) after property has been transferred	3 yrs.	

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TYPES OF DOCUMENTS	RETENTION PERIOD	REMARKS
Administrative Cases for the date of decision, except vital documentary evidence presented in the case w/c is of value for protection of the civil, legal, property & other rights of the citizen		Decision are permanent
**Bidding Documents, after awarding to the winning bidder/s, and not involved in any case	5 yrs.	
Bill of Lading (GF 9-A), after acceptance of delivery	5 yrs.	
Invoices of Deliveries on Supply-Open-End Order Contract	5 yrs.	
List of Supplies under Supply-Open-End Order Contract	5 yrs.	
Performance Rating Cards, after compulsory retirement/death	5 yrs.	
Reports of Overdraft and Misuse of Trust Funds, provided not involved in any case	5 yrs.	
Reports of Waste Materials (GF 64-A), after settlement of credit	5 yrs.	
Sworn statements of Assets & Liabilities	5 yrs.	
Bills, after receipt of accounts payable	10 yrs.	
Certificates of Settlement and Balances, provided post-audited, finally settled and not involved in any case	10 yrs.	
Certificate of Shortage, provided post-audited, finally settled and not involved in any case	10 yrs.	
Checks and Check Stubs, provided post-audited, finally settled and not involved in any case	10 yrs.	
Disbursement Vouchers, provided, post-audited, finally settled and not involved in any case	10 yrs.	
*Forest Licenses and Permits, after renewal	10 yrs.	
General Payrolls, provided post-audited, finally settled & not involved in any case	10 yrs.	
General Vouchers (GF 20-A), provided post-audited finally settled, and not involved in any case	10 yrs.	

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TYPES OF DOCUMENTS	RETENTION PERIOD	REMARKS
		Permanent
*Homestead Applications, after approval	20 yrs.	Orders are Permanent
*Sales Applications, after approval	20 yrs.	Orders are Permanent
*Special Applications, after approval	20 yrs.	Orders are Permanent
*Mining Applications, after approval	20 yrs.	Orders are Permanent
Acceptance of Resignation, after death/resignation	25 yrs.	
Approval of Retirement/GSIS, after death / compulsory retirement	25 yrs.	
**Forest Leases, after renewal	25 yrs.	
GSIS, Philhealth/Pag-ibig Membership, after death/retirement	25 yrs.	
Leave Credit Cards, after retirement	25 yrs.	
Medical Certificate in support of absence on account of illness/maternity, after death/retirement	25 yrs.	
Personnel Folder (201 Files), after compulsory retirement/death - Appointment - Change of Status / Names - Delegation of Authority - Designations / Details - Incentives - Awards - Notice of Salary Adjustments - Oath of Office - Service Records - Trainings and Career Development	25 yrs.	
Relief from Property Accountability, after death / retirement	25 yrs.	
Statement of Duties and Responsibilities, after death / retirement	25 yrs.	
Annual Reports		Permanent

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TYPES OF DOCUMENTS	RETENTION PERIOD	REMARKS
Journals of Checks Issued (GF 96-A)		Permanent
Journals of Collection and Deposit		Permanent
Journals of Disbursements		Permanent
Logbooks of incoming/outgoing communications after the last entry		Permanent
*Lands Survey Plans		Permanent
* Land Cases		Permanent
*Land Titles		Permanent
*List of Received Communications thru DTS / DATS		Permanent
**Memorandum of Agreement		Permanent
**Memorandum of Understanding		Permanent
**Mining Cases		Permanent
*Mining Contract Agreement		Permanent
Minutes of Meeting		Permanent
Official Cash Books		Permanent
Official Receipts (GF 13-A), provided post audited finally settled and not involved in any case		Permanent
Official Cash Book for Bank Cash Book (GF 104)		Permanent
Patents		Permanent
*Public Land Application		Permanent
Purchase Orders		Permanent
*Record Book of Dispatched Communications		Permanent
*Record Book of Incoming Communications		Permanent
*Record Book of Outgoing Mails and Priority Mails		Permanent
*Record Book of Outgoing Ordinary Mails		permanent