



Department of Environment and Natural Resources
Visayas Ave., Diliman, Quezon City

Date : _____

The Chief
Records Management and Documentation Division

Attention : The Head
Non - Current Records Group

Sir / Madam :

We are respectfully turning - over the following documents for proper disposition
(Maintenance or Disposal).

Documents (Pls. include brief description)	Utility Value	Time Value	Recommended Retention Period			REMARKS
	Ad - Administrative Ar - Archival F - Fiscal L - Legal O - Operation	P - Permanent T - Temporary	Yrs.in office file	Yrs. in storage	Total No. of yrs.	

Very Truly Yours,

SIGNATURE OVER PRINTED NAME

POSITION :
OFFICE :
TEL # :