MEMORANDUM

FOR : ALL Members of the Records Management Improvement Committee (RMIC)

SUBJECT : Records Disposal

DATE : 28 May 2012

In line with the Administration’s continuing program on the management and disposition of POEA records and the implementation of the 5S program relative to our ISO certification, may we request all concerned to update the inventory of their records using the new prescribed form of the National Archives of the Philippines (NAP) POEA Records Inventory and Appraisal form and the Records Indorsement form.

Likewise, you may prioritize submission of request for all your records which have outlived legal retention period / for disposal in separate form to the CRD for facilitation of transfer to designated record rooms for records due for disposal. Records for archiving will be stored separately at designated rooms until their retention period expires.

Your endorsement must contain, among others, the following information based on the POEA Records Disposition Schedule and the NAP General Records Disposition Schedule: item number, record series, retention period and period covered. You may coordinate with the CRD for the required template and further instructions.

Your cooperation is earnestly enjoined.

Ms. AMUERFINA R. REYES
Deputy Administrator
Management Services
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

REQUEST FOR DISPOSAL OF RECORDS

IMPORTANT:
1. Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."
2. All concerned shall observe the approved POEA Records Disposition Schedule (RDS) in determining the disposal of their valueless records.
3. Records cannot be disposed earlier than the period indicated for each record series in the RDS. However, records may be retained for longer periods if there is a need to do so.
4. Request for disposal shall be requested by the concerned member of the Records Management and Improvement Committee (RMIC) and approved by the concerned Director IVs.

<table>
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<tr>
<th>ITEM NO.</th>
<th>RECORDS SERIES TITLE AND DESCRIPTION</th>
<th>APPROVED RETENTION PERIOD</th>
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LOCATION OF RECORDS:          VOLUME IN CUBIC METER:

CERTIFIED AND APPROVED BY:

This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.

Name and Signature of Official