MEMORANDUM

TO: ALL DIVISION CHIEFS /OICS

SUBJECT: FINAL REVIEW OF THE RETENTION PERIOD OF OFW RECORDS

DATE: 03 May 2011

Pursuant to the Administration’s thrust for the effective management of OFW records in coordination with the National Archives of the Philippines and the Commission on Audit, may we provide each office/Division with the following:

a. A copy of your revised 2010 RDS for final review, comment and approval.
b. A copy of your 2010 Records Inventory and Appraisal Form prepared and submitted by your Division.

Please note that our declared retention period for the OFW records is ten (10) years, but it was not defined in our 1992 approved Record Disposition Schedule (RDS). The two medium of storage for OFW records are electronic through encoded data and physical records (Request For Processing or RPF), Info sheet and Employment Contract.

We are scheduled to present the consolidated and approved 2010 RDS drafts on June 16, 2011 for final revision/approval of the POEA Management. Offices/Division representatives will be invited to attend said final deliberation and approval of your respective office Records Disposition Schedules.

The POEA Management team will determine the timeline for the submission of the final output to the National Archive of the Philippines for approval.

NORIEL P. DEVANADERA
Deputy Administrator
Management and Services