



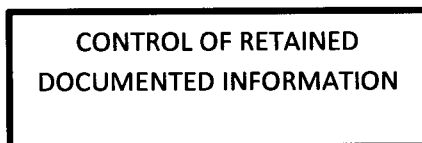
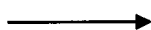
QUALITY OPERATING PROCEDURE

TITLE	CONTROL OF RETAINED DOCUMENTED INFORMATION PROCEDURE
PURPOSE	Define the process of ensuring that NEDA-ICC's documented information (records) are appropriately identified, managed, retained, controlled, and disposed in accordance with the National Archives of the Philippines (NAP) requirements.
SCOPE	This procedure covers the process from the identification of records generated up to their disposal.
DEFINITION OF TERMS	Records Custodian – personnel responsible for keeping the records of the office whether they be in physical or electronic in nature.

PROCESS DESCRIPTION

The process manages the systematic generation and storage of records to ensure that these are readily retrievable and available when needed. Process controls are applied to ensure legibility and integrity of records at all times.

Generated
Documented
Information



Controlled
Retained
Documented
Information

PROCESS FLOW

STEP NO.	PROCESS / STEPS	DETAILS	RESPONSIBLE PERSON	REFERENCE / INTERFACE
	START			
1.	Identification of records	<ul style="list-style-type: none"> Identify the records generated from the process implementation and performance of function. Record them in the Masterlist of Retained Documented Information. 	Concerned Process Owner	Masterlist of Records
2.	Filing System Definition	<ul style="list-style-type: none"> Records can be filed as appropriate: <ul style="list-style-type: none"> - Chronologically - Alphabetically - Sequentially 	Concerned Process Owner	Masterlist of Records
3.	Storage Location Identification	<ul style="list-style-type: none"> Considering the resources available, specify storage location in the Masterlist of Retained Documented Information. Store records in a conducive and secure location to prevent damage and pilferage of information. 	Concerned Process Owner / Division Records Custodian	Masterlist of Records



QUALITY OPERATING PROCEDURE

4.	Collection and filing / storing of record	<ul style="list-style-type: none"> Determine the type of record, file record according to the appropriate filing system, and store record in the designated location. 	Concerned Process Owner/ Division Records Custodian	Masterlist of Records
5.	Retention period determination	<ul style="list-style-type: none"> Retain records in accordance with the General Records Disposition Schedule of the National Archive of the Philippines Act of 2009 and the NEDA Records Disposition Schedule, as whichever is tenable. If retention period is reached, turn-over all records to the Records Officer. 	Concerned Process Owner/ Division Records Custodian	<ul style="list-style-type: none"> Masterlist of Records Transmittal Letter with the list of records for turn-over
6.	Storage of records	<ul style="list-style-type: none"> Store records in accordance with the defined filing scheme in the Masterlist of Retained Documented Information. Ensure that National Archives of the Philippines Act of 2009 is complied with. Label each folder with record titles for easy retrieval. Upon reaching the active period, endorse the records to the Records Officer for archiving. For archiving records, label each box and indicate the records placed in each box. Store boxes in the designated archive location. 	Concerned Process Owner/ Division Records Custodian Records Officer	<ul style="list-style-type: none"> Masterlist of Records RA 9470 Request for Authority to Dispose Records (NAP Form No. 3)
7.	Disposal request	<ul style="list-style-type: none"> Accomplish NAP Form No.3 for request to dispose records. If disapproved, revert to Step 5. 	Records Officer	<ul style="list-style-type: none"> Masterlist of Records Request for Authority to Dispose of Records (NAP Form No. 3)
8.	Records disposal	<ul style="list-style-type: none"> Disposal of records is supervised and witnessed by NAP, COA, and the NEDA-ADS. 	Records Officer NAP and COA Representatives	Certificate of Disposal in three (3) copies approved by those who witnessed the records disposal.
9.	Retain records	<ul style="list-style-type: none"> Retain all records generated in accordance 	Concerned process owners / Staff's	- Records Management



Document Code	QSP-QMS-02
Date Effective	29 December 2016
Revision Number	00

QUALITY OPERATING PROCEDURE

				those who witnessed the records disposal.
9.	Retain records	<ul style="list-style-type: none"> Retain all records generated in accordance with the Records Management Policy. <p>Important Policies:</p> <ul style="list-style-type: none"> Only ink entries, not pencil are allowed in NEDA-ICC records Thermal paper must be photocopied and the photocopy is retained. Wrong entries are rectified by writing a horizontal line across erroneous entry, and the correct entry is indicated on top of the original entry, and countersigned by authorized personnel rectifying the error User of white ink or other form of liquid erasure on any entry in records is not allowed <ul style="list-style-type: none"> Electronic records are controlled under I.T. procedures 	Concerned process owners / Staff's Records Officer / Unit's Records Officer	- Records Management Policy
	END			
RECORDS		a) Masterlist of Retained Documented Information b) Accomplished Request for Authority to Dispose Forms (NAP Form 3)		

Prepared by:	Reviewed by:	Approved by:
 HAZEL IRIS S. BALIATAN	 JONATHAN L. UY	 ROLANDO G. TUNGPALAN
OIC-Assistant Director Public Investment Staff	Director Public Investment Staff	Undersecretary and Quality Management Representative