



HANDBOOK ON FILE CLASSIFICATION, RETENTION AND DISPOSAL

FIRST EDITION



**Records
Management
Improvement
Committee**

UNIVERSITY OF THE PHILIPPINES MINDANAO

INTRODUCTION

The University of the Philippines Mindanao has reached its 23rd year since it was established by virtue of Republic Act 7889 in 20 February 1995. As the University grew, it has also struggled with the growing volume of records that are poorly organized according to individual users' filing system across the various administrative and academic units.

As each of these systems becomes complex, it becomes harder to navigate, access retrieve files, thus exposing the organization to a number of risks, such as, creation of duplicate files and misclassification of records as inactive records which leads to loss of knowledge about the content and location of the inactive records especially in cases of employee turnovers.

The efficiency for records management is an utmost importance for the University so that needed information can be found quickly, to ensure the completeness of records and facilitate proper retention of records with permanent value and to dispose of temporary records promptly (ARCIS, 1983).

The Records Management and Improvement Committee (RMIC) was created in 2014 to help the University establish a records management system. The RMIC is composed of administrative personnel from each unit of the University who handles the incoming and outgoing of records. The members of the Committee were trained in various aspect of records management by the National Archives of the Philippines and the Philippine Records Management Association.

The RMIC believes that in managing records—the priority is the creation of a file classification plan and the records disposition schedule. A file classification plan is one of the essential components of an effective record keeping system. It reduces the risks of duplication, inaccessibility, or abandonment of records. A good plan will also put an organization in good position to implement an electronic information management system as well as record retention and disposition schedule - tools to facilitate identifying and administering user access as well as assigning records storage and eventual disposal (Houten, 2010).

This handbook aims to serve as quick reference guide to classify, create and dispose records in the University.

RMIC UP MINDANAO

I. FILE CLASSIFICATION GUIDE

A File is a collection of records arranged in some systematic order while a Filing System is a plan for organizing files into related categories. The UP Mindanao filing system is explained in detail in the ExeCom-approved File Classification Guide.

The UP Mindanao File Classification Guide (FCG) comprises the identified records in the University that are categorized in accordance with the mandate of the UP Mindanao as a Higher Education Institution. The components of this organized filing system are classified according to the University's function followed consequently by Subject and the Transactions underlying each functions, as presented below:

First Level: Function

Second Level: Activity

Third Level: Transaction

Filing System by Function is essential because records in the University are created as result of the conduct of its functions and are used in relation to these functions. These functions reflect the University's purpose, missions, programs, projects or activities. Categorizing the records using functional groupings provides a common language for record custodians and record users. Houten (2010) mentioned that it is relatively easy to add, delete, or modify functional groupings without changing the remainder of the files. It is important to note that the first level remains permanent until such time that the organization's mandate and purpose is revised. However, offices may need to adjust the second and third levels as needed (Delgado, 2012).

The institutionally identified Functions of UP Mindanao as described in the First Level Filing System are as follows:

- Academic (ACA),
- Administration and Management (ADM),
- Creative Work, Research and Extension (CRE)
- Financial (FIN),
- Legal (LEG),
- Personnel (PER), and,
- Student Affairs and Services (SAS).

The Second Level System involves the Subject Matter which refers to the organizational output produced in line with the performance of organizational Functions. On the other hand, the Transactions described in the Third Level System are the operational activities involved in carrying-out the Subject. It is therefore possible that some files may only have the Second Level Categories. Table 1 explains in detail the UP Mindanao Filing System.

Table 1. Categories of the Filing System in UP Mindanao

Categories		Record Descriptions
Heading Prefix	Function	
ACA	Academic	<p>Records arising from transactions of activities involved in rendering instructional services (both graduate and undergraduate levels) and other activities necessary in pursuit of the primary function of the University.</p> <p>Example: Function (1st level): ACA Activity (2nd-level): ACADEMIC CALENDAR (arranged chronologically) Folder Label: ACA - Academic Calendar Content: Academic Calendars from AY 1996-1997 to Present</p>

Categories		Record Descriptions
Heading Prefix	Function	
ADM	Administration and Management	<p>Records arising from transactions that carry out the administrative and management objectives of the agency.</p> <p>Example: Function (1st Level) : ADM Activity (2nd Level): ACTIVITIES (filed alphabetically per activity/event by year) Transaction (3rd Level): Title of Activity/Event Folder Label: ADM: Activities - Panagtagbo 2016 Contents: -Program of Activity -Invitations -Minutes of Meetings -Attendance Sheets -Activity Proposal</p>
CRE	Creative Work, Research and Extension	<p>Records arising from the conduct and administration of creative work, research and dissemination activities. It also includes information on alumni and public service activities spearheaded by UP Mindanao to its stakeholders.</p> <p>Example: Function (1st level): CRE Activity (2nd level): PROGRESS REPORT Transaction (3rd level): Title of Project (ex. LIDAR I) Folder Label: CRE: Progress Report-LIDARI Contents: Progress Report by date</p>
FIN	Financial	<p>Records on the management of funds, its collections and the financial reports generated by UP Mindanao. It further includes the matrices of university charges.</p> <p>Example: Function (1st Level): FIN Activity (2nd Level): BANK DOCUMENTATIONS Transaction (3rd level): Name of Bank Folder Label: FIN: Bank Documentation - DBP Content: Bank Authorizations (arranged by Date)</p>

Categories		Record Descriptions
Heading Prefix	Function	
LEG	Legal	<p>Records arising from legal transactions of the University.</p> <p>Example: Function (1st level): LEG Activity (2nd level): AFFIDAVIT Transaction (3rd level): Type of Affidavit (ex. of Loss) Folder Label: LEG: Affidavits – Affidavits of Loss (Arranged by Date) Contents: Affidavits of loss issued to personnel</p>
PER	Personnel	<p>Records arising those from the operations on human resource management and personnel welfare services.</p> <p>Example: Function (1st level): PER Activity (2nd level): DAILY TIME RECORD Transaction (3rd Level): Year/Period Folder Label: PER:Daily Time Record-January 2018 Contents: Daily Time Records</p>
SAS	Student Affairs and Services	<p>Records that include those on student conduct and disciplines, student services.</p> <p>Example: Function (1st level): SAS Activity (2nd level): Guidance Services Transaction (3rd level): Counselling and Testing Record (CTR) Folder Label: SAS: Guidance Services – CTR (arranged by name of students) Content: Aptitude Test Results Counselling Reports</p>

Following the Function Filing System, Table 2 in the next succeeding pages presents the File Classification Guide which assists the record holders in classifying records into File Folders, as well as indicating the appropriate labels thereafter.

Table 2. The File Classification Guide (FCG)

	File Arrangement	File Folder Label
ACA: Academic		
Academic Calendars	by Academic Year	ACA: Academic Calendar
Academic Policies and Regulations	by Period	
Academic Catalogue		ACA: Academic Policies and Regulations-Academic Catalogue
Faculty Manual		ACA: Academic Policies and Regulations-Faculty Manual
Student Handbook		ACA: Academic Polices and Regulations-Student Handbook
Academic Program Improvement (API)	By Project	ACA: API - (<i>Name of Project</i>)
Awards	by Award Type/Year	
Chancellor's Awards		ACA: Awards-Chancellor's Awards
Dean's Awards		ACA: Awards-Dean's Awards
Bridging Programs		
MM Bridging Program	by Year	
Topics offered		ACA: Bridging Program (MMBP)-Topic Outline- (<i>Specific Topic</i>)
Student Evaluation		ACA: Bridging Program (MMBP)-Student Evaluation- (<i>Year</i>)
Participants		ACA: Bridging Program (MMBP)-Participants- (<i>Year</i>)
Summer Bridge Program	by Year	
Topics offered/Topic Outline		ACA: Bridging Program (SBP)-Topic Outlines- (<i>Specify Topic</i>)
Student Evaluation		ACA: Bridging Program (SBP)-Student Evaluation- (<i>Year</i>)

Participants		ACA: Bridging Program (SBP)- Participants-(Year)
Class Lists	by Semester/Subject	ACA: Classlist-(Arranged by Subject Per Sem)
Class Records	by Subject/Faculty/Semester	ACA: Class Records-(Arranged by Subject Per Sem)
Class Schedules	by Semester/Department/Colleges	
Alpha-list		ACA: Class Schedules - Alpha List (By Department/College Per Sem)
Block Sectioning		ACA: Class Schedules - Block Sectioning (By Department/College Per Sem)
Block Section Assignment		ACA: Class Schedules - Block Section Assignment (By Department/College Per Sem)
Change on Schedule of Classes		ACA: Class Schedules - Change on Schedule of Classes (By Department/College Per Sem)
Faculty Load		ACA: Class Schedules - Faculty Load (By Department/College Per Sem)
Room Assignment		ACA: Class Schedules - Room Assignment (By Department/College Per Sem)
Commencement Exercises	by Year	
Graduation Script		ACA: Commencement Exercises – Graduation Script (By Year)
Program		ACA: Commencement Exercises -Program (By Year)
Course Outline/Syllabus	By Subject	ACA: Course Outline-(By Subject)
Degree Programs/Curricular Matters/Proposals submitted to BOR		

Abolishment	by program	ACA: Degree Program- Abolishment-(<i>By Program</i>)
Course Offering	by program	ACA: Degree Program- Course Offering-(<i>By Program</i>)
Curricular Changes	by program	ACA: Degree Program- Curricular Changes-(<i>By Program</i>)
Institution and Revisions	by program	ACA: Degree Program- Institution-(<i>By Program</i>)
Prospectus	by program	ACA: Degree Program- Prospectus-(<i>By Program</i>)
Suspension	by program	ACA: Degree Program- Suspension-(<i>By Program</i>)
Diploma	by student	ACA: Diploma- (<i>Alphabetical</i>)
Directory	by semester	
Enrolled Students		ACA: Directory-Enrolled Students-(Per Semester)
Graduated Students		ACA: Directory-Graduated Students-(Per Semester)
Examination Questionnaire	by subject	ACA: Examination Questionnaire
Examination Schedule	by semester	ACA: Examination Schedule
Faculty	by semester/dep't	
Career Development Plan		ACA: Faculty -Career Development Plan-(By Dep't/College)
Development Plan		ACA: Faculty - Development Plan-(By Dep't/College)
Faculty Service Records (Form 67)		ACA: Faculty -Service Records-(By Dep't/College)
SATE Filled forms		ACA: Faculty -SATE filled forms -(By Semester)
SATE Results (Qualitative and Quantitative)		ACA: Faculty -SATE Results -(By Semester)
Grade Sheets	by Academic Year/Semester	ACA: Gradesheets - AY - Semester
Internationalization	By Classification	
Student Exchange Programs (SEP)	By Classification/Stu dent	

AUN-ACTS		ACA: Internationalization-Student Exchange Program-AUN-ACTS
EU-SHARE		ACA: Internationalization-Student Exchange Program-EU- SHARE
JENESYS		ACA: Internationalization-Student Exchange Program-Jenesys
MOVE-UP		ACA: Internationalization-Student Exchange Program-MOVE-UP
TF-Learne		ACA: Internationalization-Student Exchange Program-TF Learne
Faculty Exchange Programs (FEP)	By Classification/Personnel	ACA: Internationalization-Faculty Exchange Program
Learning Objects	By Type / LO	
Certificate of Completion		ACA: Learning Objects-Certificate of Completion - <i>(Title of LO)</i>
Contracts		ACA: Learning Objects-Contract - <i>(Title of LO)</i>
Peer Review	by Year/Student	ACA: Learning Objects-Peer Review - <i>(Title of LO)</i>
Licensure Exam Results		
Agriculturist		ACA: Licensure Exam Results-Agriculturist
Architecture		ACA: Licensure Exam Results-Architecture
Quality Assurance		
AUN-QA		ACA: Quality Assurance - AUN-QA
IAADS		ACA: Quality Assurance - IAADS
Reference Materials (Modules/Manuals)	by subject	ACA: Reference Materials - ENG10
Reports	by Classification/Year	
Certifications (CBT, CADD and CAMRA)		ACA: Reports - Certifications - (CBT/CADD/CAMRA)

CSC Exempt for Cum Laude's		ACA: Reports-CSC - Graduates with Honors
Enrolment		ACA: Enrolment
Grades (See also Gradesheets)		ACA: Grades
Graduates		ACA: Reports-Enrolment Stat
PRC		ACA: Reports-PRC - Graduates, /By Year
Honorific Scholars		ACA: Reports-Honorific Scholars
List of Strategic Plans/Theses		ACA: Reports-List of Strategic Plans/Theses
Nominations (to associations)		ACA: Reports-Nominations- (Name of Association)
Scholastic Performance	by semester	
Academic Standing		ACA: Reports-Scholastic Performance-Academic Standing
Scholastic Delinquency		ACA: Reports-Scholastic Performance-Scholastic Delinquency
Shiftees and Transferees	by semester	ACA: Reports-Shiftees and Transferees
Statistics Enrolment and Graduation	by semester	ACA: Reports-Statistics Enrolment and Graduates
UP College Admission Test (UPCAT) Result	by year	
Student Records (jackets)	by student jacket	
Admissions		
Birth Certificate		
Foreign Students		
High School Report Cards/Form 138		
Non-degree		
Special Students		
Student Directory		
Transcript of Records		

Transferees		
UPCAT		
Validation of Advanced Credits		
Certificates of Registration (Form 5)	by student, by semester	
Change/Add/Cancel Matriculations	by student, by semester	
Change of Grade	by student, by semester	
Completion/Removal of Grades of INC/4.0	by student, by semester	
Cross Registration Grades	by student, by semester	
Cross Registration Permit	by semester	
Deferment Letter	by student jacket	
Dropping Slips	by student, by semester	
Enrolment Permits (Cross-Registration Permits)	by student, by semester	
Enrolment Withdrawal, Request	by student, by semester	
Evaluation for Admission	by student, by semester	
(Transferee, Second Degree, Non-Degree, Special)		
Honorable Dismissal	by student jacket	
Leave of Absence (Approved)	by student jacket	
Plan of Course Work/Checklist	by Student	
Readmission Results	by Student	
Registration Form (UP Form 5)	by student, by course, by semester	
Student Clearance	by Student	
Withdrawal of Enrollment		
Thesis/Dissertation/Manuscripts-Hardbound	by program	ACA:Thesis/Dissertation/Manuscripts – Hardbound

ADM: Administration		
ACTIVITIES/events/conferences	by Activity/Date	ADM: ACTIVITIES - <i>title of activity</i>
COMMUNICATIONS (Administrative)	by Source/Year	ADM: COMMUNICATIONS - <i>Source</i>
Colleges		
Networks		
DACUN		
MSCFI		
MSTPC		
RDC		
SMARRDEC		
Other Agencies (Private/Government)	by Year	
Suppliers		
UP Constituent Universities		
UP System		
ISSUANCES		
Administrative Orders	by Source/Year	ADM: ISSUANCES - AO - <i>Source</i>
UP Mindanao Chancellor		
UP System President		
Certifications	by Source/Year	ADM: ISSUANCES - Certifications - <i>Source</i>
Executive Orders	by Source/Year	ADM: ISSUANCES - EO - <i>Source</i>
UP Mindanao Chancellor		
UP System President		
Memoranda	by Source/Year	ADM: ISSUANCES - Memorandum - <i>Source</i>
UP Mindanao Chancellor		
Vice Chancellor		
College Deans		
Unit Heads		
UP System President		
Policies	by Type	ADM: ISSUANCES -

		Policies - <i>Source</i>
Resolutions	by Source/Year	ADM: ISSUANCES - Resolutions - <i>Source</i>
Bids and Awards Committee (BAC)		
Board of Regents (BOR)		
Executive Committee (ExeCom)		
Management Committee (ManCom)		
University Council (UC)		
Management		
Collective Negotiation Agreement (CNA)	By Period	ADM: Collective Negotiation Agreement (CNA)
COMMITTEES		
AdHoc Committees	By Source/Year	
Anniversary Committee		ADM: Committee – AdHoc Committee - Anniversary
DULA Committee		ADM: Committee – AdHoc Committee - DULA
Graduation Committee		ADM: Committee – AdHoc Committee - Graduation
Kasadya Committee		ADM: Committee – AdHoc Committee - Kasadya
College Committees	By Committee	ADM: Committee - College Committee - (<i>Name of Committee</i>)
Standing Committees	By Committee/Year	
ADPDC		ADM: Committee - Standing Committee - ADPDC
APC		ADM: Committee – Standing Committee - APC
APFC		ADM: Committee – Standing Committee - APFC
BAC		ADM: Committee – Standing Committee - BAC
Executive Committee		ADM: Committee – Standing Committee - EXECOM

Income and Investment		ADM: Committee – Standing Committee – Income and Investment
Financial Management Committee		ADM: Committee – Standing Committee
Gender Committee		ADM: Committee – Standing Committee – Gender Committee
Senior Citizen's Act Committee		ADM: Committee – Standing Committee – Senior Citizen's Act
University Council		ADM: Committee – Standing Committee - UC
University Curriculum Committee		ADM: Committee – Standing Committee - UCC
UP Mindanao Healthy Lifestyle & Wellness Committee		ADM: Committee – Standing Committee – UP Mindanao Healthy Lifestyle & Wellness Committee
Directory	By Period	
UP Min/UP System/Other Agencies		ADM: Directory - <i>UPMin Units/UP System/Other Agencies</i>
Institutional Profile		
Recognition/Awards		ADM: Institutional Profile - Recognition/Awards
Titles, Real Property Files		ADM: Institutional Profile - Titles, Real Property files
UP Charter	By Unit	ADM: Institutional Profile - <i>UP Charter</i>
UP Code		ADM: Institutional Profile - <i>UP Code</i>
UPMindanao History		ADM: Institutional Profile - <i>UPMin History</i>
UPMindanao Organizational Structure	By Unit/Year	ADM: Institutional Profile - <i>Organizational Structure</i>
UP Mindanao Plans	By Year	
Campus Management Plans		ADM: Institutional Profile - UPMin Plans - Campus Management Plan
Medium-Term Plans		ADM: Institutional Profile - UPMin Plans - Medium-Term Plan
Staff Development Plan		ADM: Institutional Profile - UPMin Plans - Strategic

		Plans
Strategic Plans		ADM: Institutional Profile - UPMin Plans - Staff Development Plans
Legislation (National and Local)	By Source/Date	
Acts		ADM: Legislation-(Title of Act)
Bills		ADM: Legislation-(Title of Bill)
Meetings	By Type/Date	
Agenda		ADM: Meetings -Agenda
Minutes		ADM: Meetings -Minutes
Quality Management	By Period	
ISO		ADM: Quality Management -ISO
Reports		
Accomplishment Reports	By Year	ADM: Reports - Accomplishment
Administrative Reports		ADM: Reports - Administrative
Annual Report		ADM: Reports - Annual
Budget Reports		ADM: Reports - Budget
Committee Reports		ADM: Reports - Committee
Dorm Residents Statistics	By Semester	ADM: Reports - Dorm Incidents
Dorm Incidents	By Date	ADM: Reports - Dorm Residents Statistics
End-of-Term Report	By Term	ADM: Reports - End-of- Term
Extension Report		ADM: Reports - Extension
HR Report		ADM: Reports - HR
Personnel Health Report		ADM: Reports - Personnel Health
Research Report		ADM: Reports -Research
System Development	By Project	
CSRS (Computerized Student Registration System)		ADM: System Development -CSRS
UIS		ADM: System Development -UIS

Transportation Services	By Subject/Date	
Authority to Drive		ADM: Transportation Services-Authority to Drive
Gasoline Withdrawal Slip		ADM: Transportation Services-Gasoline Withdrawal Slip
Trip Tickets		ADM: Transportation Services-Trip Ticket
Utilities & Services	By Office/Date	
Davao Light Power Corporation		ADM: Utilities & Services-Davao Light and Power Corporation
Janitorial Services		ADM: Utilities & Services-Janitorial Services (year)
Security Services		ADM: Utilities & Services-Security Services
Water and Sewerage System		ADM: Utilities & Services-Water and Sewerage System
Campus Development and Maintenance Services (CDMS)		
Construction Drawings	Per Project	ADM: CDMS-Construction Drawings -Name of Project
Approved Plans		
As-Built Plans		
Cost Estimates		ADM: CDMS-Cost Estimates -Name of Project
Job Orders	Per Date	
Job Requests		
Project Proposals	Per Project/Date	
Design Services	Per Project	ADM: CDMS-Design Services-Name of Project
Approved Budget Contract (ABC)		
Notice of Award		
Contract		
Notice to Proceed		
Billings		
Time Extensions		
Construction Drawings		
Terms of Reference		
Bill of Quantities		

Infrastructure Project	Per Project	ADM: CDMS-Infrastructure Project -Name of Project
Approved Budget Contract (ABC)		
Bid Documents (financial and technical requirements)		
Notice of Award		
Contract		
Notice to Proceed		
Billings		
Variation Orders		
Time Extensions		
As-built plans		
Certificate of Completion		
Planning and Development Services		
Campus Master Development Plan		ADM: CDMS-Planning and Dev't Srvs-Campus Master Development Plan
Land Use Plans		ADM: CDMS-Planning and Dev't Srvs-Land Use Plans
Naming of Buildings/Streets		ADM: CDMS-Planning and Dev't Srvs-Naming (Name of Building/Street)
Profile		
Informal Settlers		ADM: CDMS-Profile- Informal Settler-(Name of IS)
Land Reservation and Management Services (LRMS)		
Maps		ADM: LRMS -Maps
Profiling		
Biophysical Profiling		ADM: LRMS-Profiling- Biophysical
Socio-economic Profiling		ADM: LRMS-Profiling- Socio-Economic
Public Relations (PR)	By Activity/Year	
News Clips		ADM:PR-News Clips (By Year)
Photos		ADM:PR-Photos (By

		Activity)
Press Releases		ADM:PR-Press REleases (By Year)
Publications		ADM:PR-Publications (By Year)
Speeches/Messages (record set)		ADM:PR-Speeches/Messages (By Year)
Videos		ADM:PR-Videos (By Activity)
Reading Room Services (RRS)		
Acquisition List (Books/Journals)	By Year	ADM: RRS -Acquisition List
Thesis/Manuscripts/Dissertation	By Degree Program	ADM: RRS - Thesis/Manuscript/Dissertation
Records Management and Services		
Handbook		ADM: RMS -Handbook
Manual of Operations		ADM: RMS - Manual of Operations
Record Inventory Report		ADM: RMS -Record Inventory Report
Records Maintenance and Control		
Data Tracking System (DTS)		ADM:RMS -Records Maintenance and Control - DTS
File Classification Guide (FCG)		ADM:RMS -Records Maintenance and Control - FCG
Records Retention and Disposition Schedule (RRDS)		ADM:RMS -Records Maintenance and Control - RRDS
Supply and Property Management Services		
Annual Procurement Plans	By Year	ADM: SPMS-Annual Procurement Plan
Commonly Used Supplies and Equipment	By Project/Year	ADM: SPMS-Annual Procurement Plan - Common Use Supplies and Equipment
Non-Common Use Supplies	By Unit/Year	ADM: SPMS-Annual Procurement Plan -Non-Common Use Supplies

ARE/PAR (per employee)	By Personnel/Control Number	ADM: SPMS-ARE/PAR- (PERSONNEL/CONTROL NUMBER)
Donations and Endowment	By Type/Date	ADM: SPMS-Donations and Endowment
Insurance	By Project/Date	
Building		ADM: SPMS-Procurement- Insurance -(Project/Date)
Vehicle		ADM: SPMS-Procurement- Insurance -(Project/Date)
Inventory Custodian Slips	By Unit/Date	ADM: SPMS-Inventory Custodian Slip
Procurement		
Abstract of Price Quotations	By Date	ADM: SPMS-Procurement- Abstract of Price Quotation (APQ)
BAC Documents	By Project/Year	ADM: SPMS-Procurement- BAC(Project Name/Year)
Approved Budget for the Contract		
Bill of Quantities/Technical Specifications/Terms of Reference		
Purchase Requests		
Approved Bid Documents		
Drawings		
PhilGEPS Posting		
Newspaper Publication		
Bid Bulletins		
Abstract of Bids as Read/Calculated		
Reports (Evaluation/post qualification)		
Resolutions		
Notice of Awards		
Performance Security		
Request for Reconsideration		
Contract		
Notice to Proceed		
Certifications		

Purchase Orders	by Control Number/Date	ADM: SPMS-Procurement-Purchase Orders -(Control Number/Date)
Purchase Requests	By Control Number/Date	ADM: SPMS-Procurement-Purchase Requests - (Control Number/Date)
Requisition and Issuance Slip	By Date	ADM: SPMS-Procurement-Requisition and Issuance Slip -(Date)
Resolutions	By Date	ADM: SPMS-Procurement-Resolution -(Date)
Reports		
Acceptance Reports for Stockroom	By Control Number/Date	ADM: SPMS-Report - Acceptance Reports for Stockroom-(Control No.date)
Condemned Property		
Waste Material	By Date	ADM: SPMS-Report - Condemned Property - Waste Material -(date)
Inventory and Inspection Report	By Date	ADM: SPMS-Report - Condemned Property - Inventory and Inspection Report -(date)
Equipment Purchases	By Control Number/Date	ADM: SPMS-Report - Equipment Purchases - (Control No./Date)
Incoming Supplies	By Type/Date	ADM: SPMS-Report - Incoming Supplies -(date)
Inventory for 164, 184, 101	By Type/Date	ADM: SPMS-Report - Inventory for 101, 164, 184 -(date)
Invoice and Receipt of Accountable Forms	By Type/Date	ADM: SPMS-Report - Invoice and Receipt of Accountable Forms -(date)
List of Items available at Stockroom	By Type/Date	ADM: SPMS-Report -List of Items available at Stockroom -(date)
Pre and Post-repair Inspections	By Date	
Equipment and Motor Vehicles		ADM: SPMS-Report -Pre and Post -repair Inspections - Equipment and Motor Vehicles -(date)
Vehicle Certificate of Registration Insurance Policies		ADM: SPMS-Report -Pre and Post -repair Inspections - Vehicle

		Certificate of Registration - (date)
Property Disposition		
Disposal	By Date	ADM: SPMS-Report - Property Disposition - Disposal -(date)
Transfer without cost	By Date	ADM: SPMS-Report - Property Disposition - Transfer without Cost - (date)
Property Losses	By Control Number	ADM: SPMS-Report - Property Losses -(Control No.)
Property/Supply Control	By Control Number/Date	
Equipment/Supply Index		ADM: SPMS-Report - Property/Supply Control - Equipment/Supply Index - (Control No./Date)
Equipment/Supply Inventory		ADM: SPMS-Report - Property/Supply Control - Equipment/Supply Inventory -(Control No./Date)
Requisition and Issuance Slip	By Unit/Date	ADM: SPMS-Report - Requisition and Issuance Slip -(date)
Transfer of Property	By Control Number/Date	
Inspection Report		ADM: SPMS-Report - Transfer of Property - Inspection Report -(Control No./Date)
Letter Requests		ADM: SPMS-Report - Transfer of Property -Letter Requests -(Control No./Date)
Transmittal Report	By Date	
for all inspections	By Date	ADM: SPMS-Report - Transmittal for all Inspection -(date)
for all POs	By Sequence	ADM: SPMS-Report - Transmittal for all POs - (date)

TTBDO Services		
Business Development	By Applicant/Organization	
Ambulant Vendors		ADM: TTBDO-Ambulant Vendor-(Name)
Kalimudan Student Center Concessionaires		ADM: TTBDO-Kalimudan SC-(Name)
Technology Transfer	By Applicant/Organization	
Invention Disclosure Incentive		ADM: TTBDO-Technology Transfer -Invention Disclosure Incentive
Logo Use		ADM: TTBDO-Technology Transfer -Logo Use
Trade Mark and Licensing		ADM: TTBDO-Technology Transfer -Trade Mark and Licensing
CRE: Creative Work, Research and Extension		
Creative Work and Research Agenda (CWRA)	By Program	
CARIM		CRE: CWRA - CARIM
Mindanao Studies		CRE: CWRA - Mindanao Studies Program
Creative Work and Research Dissemination (CWRD)	By Program/Year	
Grants	By Grant	CRE: CWRD - Grant - <i>Title of Grant</i>
Reports		
Paper Presentation (Local and International)		CRE: CWRD - Report - <i>Paper Presentation (Local/Int'l)</i>
Poster Presentation (Local and International)		CRE: CWRD - Report - <i>Poster Presentation (Local/Int'l)</i>
Publications	By Unit/Year	CRE: CWRD - Report - <i>Publications - Year</i>
Creative Work and Research Projects	By Project / Year	
Externally-Funded		CRE: CWRP Externally Funded - <i>Title of Project</i>
Line Item Budget (LIB)		

Proposal		
Research Contract		
Research Report		
Internally-Funded		CRE: CWRP Internally Funded - <i>Title of Project</i>
Line Item Budget (LIB)		
Proposal		
Research Contract		
Research Report		
EXTENSION		
Extension Services		
Alumni Relations	By Year	CRE: Extension Services - Alumni Relations
Contributions/Financial Assistance	By Donor	CRE: Extension Services - Contributions/Financial Assistance
Technical Assistance/Consultancy	By Agency	CRE: Extension Services - Technical Assistance/Consultancy
Programs and Projects	By Program Title / Year	CRE: Extension Programs and Projects: <i>Title of Project</i>
Reports	By Year	CRE: Extension Reports - <i>Title of Reports</i>
FIN: Finance		
Bank Documentations	By Documentation/Year	
Authorization		FIN: Bank Documentation - Authorizations
Contracts		FIN: Bank Documentation - Contracts
Fund Transfer		FIN: Bank Documentation - Fund Transfer
Bank Slips (Deposits and Remittances)	By Period/Fund Type	FIN: Bank Slips - <i>Year</i>
Billings	By Type/Period	
Accounts Receivable		FIN: Billings - Accounts Payable - <i>Period</i>
Accounts Payables		FIN: Billings - Accounts Receivables - <i>Period</i>

Bonds, Fidelity	Per Employee/Year	FIN: Bond - <i>Name of Bonded official</i>
Budget Records	By Type/ Month/Year	FIN: Budget Records- <i>Type - Month- Year</i>
Budget Proposal (including BP Forms etc)		
Budget Utilization Requests		
Notice of Sub Allotment		
NORSA/NBURSA		
Obligation Requests		
Quarterly Unit MOOE Fund Status		
Disbursement Vouchers	By Type/Month/Year	
Cancelled Vouchers		FIN: DV - Cancelled Vouchers - <i>(Month- Year)</i>
Cash Advances		FIN: DV - Cash Advances - <i>(Month- Year)</i>
Fund 101		FIN: DV - Fund 101- <i>(Month- Year)</i>
Fund 164		FIN: DV - Fund 164- <i>(Month- Year)</i>
Fund 184		FIN: DV - Fund 184- <i>(Month- Year)</i>
Remittances		FIN: DV - Remittances - <i>(Month- Year)</i>
Payroll, Salary and Incentives		FIN: DV - Payroll, Salary and Incentives - <i>(Month- Year)</i>
Expense Ledgers	By Account/Month/Year	FIN: Expense Ledger - <i>Account- Month - Year</i>
Fees	By Account/Month/Yr	
Dorm Fees		FIN: Fees - <i>Dorm- Month - Year</i>
Lab Fees		FIN: Fees - <i>Laboratory- Month - Year</i>
NSTP fee		FIN: Fees - <i>NSTP- Month - Year</i>
Proposal		
PE Lab Fee		FIN: Fees - <i>PE- Month - Year</i>

University Charges		FIN: Fees - <i>University Charges - Month - Year</i>
Form 5 (for accounting copy only)	By College/Semester	FIN: Form 5 - <i>College - Semester</i>
Financial Statements	By Period	
Balance Sheets		FIN: Financial Statements - <i>Balance Sheet - Period</i>
Income Statements		FIN: Financial Statements - <i>Income Statement - Period</i>
Statement of Cash Flows (Annual)		FIN: Financial Statements - <i>Statement of Cash Flows - Period</i>
Statement of Operations		FIN: Financial Statements - <i>Statement of Operations - Period</i>
Fund source		
Academic Program Improvement Fund	By Fund Type	FIN: Fund Souce - <i>Academic Program Improvement</i>
Administrative Overhead Fund		FIN: Fund Souce - <i>Administrative Overhead</i>
Internal Operation Budget		FIN: Fund Souce - <i>Internal Operating Budget</i>
MOOE		FIN: Fund Souce - <i>MOOE</i>
NOSA		FIN: Fund Souce - <i>NOSA</i>
Presidents Initiative Funds		FIN: Fund Souce - <i>President's Initiative Fund</i>
Reprogrammed Funds		FIN: Fund Souce - <i>Reprogrammed Funds</i>
Trust Fund		FIN: Fund Souce - <i>Trust Fund</i>
Trust Liability Account		FIN: Fund Souce - <i>Trust Liability Account</i>
Tuition Fee Increment		FIN: Fund Souce - <i>Tuition Fee Increment</i>
Funding Check Memo	By Fund	FIN: Funding Check Memo - <i>Fund</i>
General Ledger	by Fund	FIN: General Ledger - <i>Fund</i>
Index Cards for Supplier/DBM	By Supplier	FIN: Index Card - <i>Supplier</i>
Liquidations	By Period/Fund Type	FIN: Liquidations - <i>Fund - Period</i>

Loans	By Date	
Payment Records		FIN: Loans - Payment Records - Date
SAFE Loan		FIN: Loans - SAFE Loan - Date
Student Loan		FIN: Loans - Student Loan - Date
Official Receipts	By Fund/Period	FIN: Official Receipts - (Fund/Period)
Purchase Orders (PO) (for accounting's copy)	By Date	FIN: Purchase Order - (Name of <i>Account</i>)
Relief from Accountability/ies	By Date	FIN: Relief from Accountability/ies -Period
Reports, Financial...		
Accounts Payable	By Fund Type	FIN: Report- Accounts Payable- <i>Fund 101</i>
Accountability Report for Accountable Officers		FIN: Report- Accountability Report (for accountable officers)
Analysis of Financial Reports	By Financial Report	
Bonds		FIN: Report- Analysis of Financial Report - <i>Bonds</i>
Time Deposits		FIN: Report- Analysis of Financial Report - <i>Time Deposits</i>
Treasury Bills		FIN: Report- Analysis of Financial Report - <i>Treasury Bills</i>
Bank Statement	By Fund Type	FIN: Report- Bank Statement - (Fund Type)
Bank Reconciliations	By Account Type	FIN: Report- Bank Reconciliations - (Account Type)
BIR Forms	By Type/Period	
Employees		FIN: Report -BIR Forms-Employees- by Period
Goods		FIN: Report-BIR Forms-Goods- by Period
Services		FIN: Report -BIR Forms-Services- by Period
Suppliers		FIN: Report -BIR Forms-Supplies- by Period

Books of Final Entry	By Month/Allocation	
General Ledgers		FIN: Report -Books of Final Entry-General Ledgers - Month
Subsidiary Ledgers		FIN: Report -Books of Final Entry-Subsidiary Ledgers - Month
Books of Original Entry	By Fund Type	
Cash Disbursement Journals		FIN: Report -Books of Original Entry-Cash Disbursement Journal - (Fund Type)
Cash Journals		FIN: Report -Books of Original Entry-Cash Cash Journal - (Fund Type)
Cash Receipt Journals		FIN: Report -Books of Original Entry-Cash Receipt Journal - (Fund Type)
Check Disbursement Journals		FIN: Report -Books of Original Entry-Check Disbursement Journal - (Fund Type)
General Journals		FIN: Report -Books of Original Entry-General Journal - (Fund Type)
Journals of Analysis of Obligation		FIN: Report -Books of Original Entry-Journal of Analysis of Obligation - (Fund Type)
Journals of Bill Rendered		FIN: Report -Books of Original Entry-Journals of Bill Rendered - (Fund Type)
Journals of Check Issued		FIN: Report -Books of Original Entry-Journals of Check Issued - (Fund Type)
Journals of Collection and Deposit		FIN: Report -Books of Original Entry-Journals of Collection and Deposit - (Fund Type)
Journals of Disbursement by Disbursing Officer		FIN: Report -Books of Original Entry-Journals of Disbursement by Disbursing Officer -(Fund Type)

Cash Examinations	By Fund Type	FIN: Report -Cash Examinations - (Fund Type)
Cash Flow Statements	By Period/Fund Type	FIN: Report -Cash Flow Statements - (Period/Fund Type)
Daily Cash Position Record	By Period/Fund Type	FIN: Report -Daily Cash Position Record - (Period/Fund Type)
Financial Monitoring	By Fund Type	FIN: Report -Financial Monitoring - (Fund Type)
Financial Statements	By Fund Type	FIN: Report -Financial Statements - (Fund Type)
Institutional Reports	By Institution/Year	
For COA		FIN: Report -Institutional Report - COA
For DBM		FIN: Report -Institutional Report - DBM
For Research Projects		FIN: Report -Institutional Report - Research Projects
For UP Mindanao		FIN: Report -Institutional Report - UP Mindanao
For UP System		FIN: Report -Institutional Report - UP System
Inventory Reports	By Month	FIN: Report - Inventory Reports - (Month)
Journal Entry Voucher	By Fund Type	FIN: Report -Journal Entry Voucher - (Fund Type)
Property, Plant and Equipment	By Month	FIN: Report - Property, Plant and Equipment - (Month)
Remittances on Loan Deductions	By Period/Stakeholder	
GSIS		FIN: Report -, Remittances, Loan Deductions -GSIS - (Period)
Pag-Ibig/HDMF		FIN: Report -, Remittances, Loan Deductions -Pag-ibig/HDMF -(Period)
UPMMPC		FIN: Report -, Remittances, Loan Deductions - UPMMPC -(Period)
UP Provident Fund		FIN: Report -, Remittances, Loan Deductions -UP Provident Fund -(Period)

Remittances on premium		
GSIS	By Period/Stakeholder	FIN: Report -, Remittances, Loan Premiums -GSIS - (Period)
Pag-Ibig/HDMF		FIN: Report -, Remittances, Loan Premiums -Pag-ibig/HDMF -(Period)
PHIC		FIN: Report -, Remittances, Loan Premiums -PHIC - (Period)
Union (AUPWU and AUPAEU)		FIN: Report -, Remittances, Loan Premiums -Union - (Period)
UPLB		FIN: Report -, Remittances, Loan Premiums -UPLB - (Period)
UPMMPC		FIN: Report -, Remittances, Loan Premiums -UPMMPC -(Period)
UP Provident Fund		FIN: Report -, Remittances, Loan Premiums -UP Provident Fund -(Period)
Schedule of Aging Cash Advances	By Fund Type	FIN: Schedule of Aging Cash Advances -(Period)
Subsidiary Ledger (Bookkeeper)	By Fund Type	FIN: Subsidiary Ledger (Bookkeeper) -(Fund Type)
Tax Reconciliation	By Type/Year	FIN: Tax Reconciliation- (Type-Period)
Trial Balance	By Fund Type	FIN: Trial Balance -(Fund Type)
LEG: Legal		
Affidavits	By Type/Year	LEG: Affidavits - (Year)
Agreements	By Type	
Commercialization		LEG: Agreements - Commercialization
Fellowship		LEG: Agreements - Fellowship
Research Service		LEG: Agreements - Research Service
Royalty		LEG: Agreements -Royalty
Scholarship		LEG: Agreements - Scholarship

Articles of Incorporation/By-Laws	By Type	LEG: Articles of Incorporation/By-Laws - (Type)
Cases	By Type/Year	
Administrative Case		LEG: Cases - Administrative Case - (Year)
Judicial Case		LEG: Cases - Judicial Case - (Year)
Student Disciplinary Cases		LEG: Cases - Student Disciplinary Case - (Year)
Complaints/Protests	By Type/Case Number	
Grievance		LEG: Complaints/Protests -Grievance -(Case number)
Student Complaints and Demands		LEG: Complaints/Protests - Student Complaints and Demands -(Case number)
Contracts	By Type/Year	
Contract of Services		LEG: Contracts -Contract of Services - (Year)
Construction Agreement		LEG: Contracts - Construction Agreement - (Year)
Deed of Donations		LEG: Contracts -Deed of Donations - (Year)
Lease		LEG: Contracts -Lease - (Year)
Memorandum of Agreements		LEG: Contracts - Memorandum of Agreements - (Year)
Memorandum of Understanding		LEG: Contracts - Memorandum of Understanding - (Year)
Demand Letters	By Case	LEG: Demand Letters - (case)
Opinions	By Case/Source	
Office of the Vice President for Legal Affairs		LEG: Opinions - Office of the VP for Legal Affairs - (Case/Source)
UP Mindanao Legal Office		LEG: Opinions - UP Mindanao Legal Office - (Case/Source)
Petitions	By Type/Year	LEG: Petitions -(Type/Year)

Presidential decrees and proclamation (affecting UP Mindanao)	By Type	LEG: Presidential Decrees and Proclamation -(Type)
Resolutions	By Case	LEG: Resolutions -(Case)
Special Power of Attorney(SPA)	By Type	LEG: Special Power of Attorney -(Type)
Subpoenas	By Case	LEG: Subpoenas -(Case)
PER: Personnel		
Announcement	By Date	PER: Announcement - <i>by file type</i>
Civil Service Exam		
Job Vacancies		
Trainings and Workshops		
Applications	By Date	PER: Application- <i>by file type</i>
Employment		
Leave of Absence and Supporting Documents		
Reduced Fees		
Attendance Monitoring Sheet	By Period	PER: Attendance Monitoring Sheet
Authorities/Requests to create/fill vacant positions	By Date	PER: Authorities/Requests of to create/fill vacant positions
Certificate of Service (COS)	By Personnel/date	PER: Certificate of service - <i>Name of Personnel</i>
Daily Time Record (DTR)	By Month	PER: Daily Time Record
Employee Health Profile (EHP)		
Medical Certifications		
Physical Exam Results		
Job Classification and Pay Administration	By Subject/Date	
Position Classification		
Salary Scale		
Job Order Individual Record (JOIR)	By Personnel	
Leave Records (LR)	By Personnel	PER: LR - Name of Personnel
Master List of Personnel	By Year	PER: MP<year>

Merit Promotion Plans	By Personnel	
Nomination for Awards Record (NAR)	By Date	PER: NAR - <i>per award type</i>
Administrative Personnel		
Gawad Chanselor Awards		
Faculty/REPS		
Gawad Chanselor Awards		
International Publication Award		
Professorial Chair Award		
UP Scientist Award		
Personnel Records (201A Files - Maintain individual case files arranged according to classification as academic or administrative)	By Personnel	
Appointment and Authorization		
Acceptance of Resignation		
Approval of Retirement		
Clearance (latest)		
Designations / Details		
Oaths of Office		
Personal Data Sheet (latest)		
Position Descriptions		
Reinstatements		
NOSA/NOSI		
Service Records (updated)		
Statements and Duties and Responsibilities		
Birth Certificate		
Report for Duty		
Sworn Statement of Assets and Liabilities (SALN) (latest)		
Transcript of Records		

Personnel Records (201B Files - contains other records not found in 201A)		
Awards		
Benefit/Gratuity		
Certificates		
Eligibility		
Rural Service		
Training/Seminar Attended		
Change of Marital Status / Name		
Performance Evaluation	By year	
PES		PER: Performance Evaluation -PES
PMS-OPES		PER: Performance Evaluation –PMS-OPES
SPMS-OPES		PER: Performance Evaluation -SPMS-OPES
Personnel Privileges and Benefits	By Type/Year	
Bonus		PER: Personnel Privileges and Benefits (PBB) - Bonus -(Year)
Limited Practice of Profession'		PER: Personnel Privileges and Benefits (PBB) - Limited Practice of Profession -(Year)
Loyalty and Gratuity		PER: Personnel Privileges and Benefits (PBB) - Loyalty and Gratuity -(Year)
Tuition Fee Exemption (TFE)for Dependents		PER: Personnel Privileges and Benefits (PBB) - Service Recognition Pay (SRP) -(Year)
Service Recognition Pay		PER: Personnel Privileges and Benefits (PBB) - TFE -(Year)
Plantilla of Personnel (POP)	By Period	PER: Plantilla of Personnel (POP) -(Period)
SALN: Sworn Statement of Assets and Liabilities	By Year	PER: SALN (Year)

Scholarship and Grants		
Faculty	By Grant/Faculty	
ALA		PER: Scholarship and Grants -Faculty -ALA
Dans Faculty Grant for CHSS Junior Faculty		PER: Scholarship and Grants -Faculty -Dans Faculty for CHSS Junior Faculty
John Allwright		PER: Scholarship and Grants -Faculty -John Allwright
Service Records	By Personnel/Date	PER: Service Record - Name of Personnel
Staffing Pattern	By Unit	PER: Staffing Pattern - Name of Unit
Transfer of Items (Requests/Approval)	By Date	PER: Transfer of Items (Requests/Approval)
SAS: Student Affairs and Services		
Dorm Services		
Dorm Residents Record (DRR)	By Student/Semester	SAS: Dorm Services - Dorm Residents Record - Surname
Accommodation Appeals		
Accommodation Form		
Excuse Letters		
List of Dorm Residents		
Medical Certificates		
Notice of Offenses		
Guidance Services		
Student Inventory Profile (SIP)	By Student / Degree Program	SAS: Guidance Services - Student Inventory Profile - Surname
Aptitude Test Results		
Counseling Reports		
Psychological Test Results		
Readmission Records (if readmitted)		
SBP Worksheet		
Student Routine Interview		

Test Booklets and Manuals	By Type	SAS: Guidance Services - Test Booklets and Manuals - Name of Test
Health Services		
Student Health Record (SHR)	By Student	SAS: Health Services - Student Health Record - Surname
Medical Certifications		
Student Medical Record		
Physical Exam Results		
Scholarship and Grants		
Antonio Floirendo Sr. Foundation Inc. (AOF)	By Grant	SAS: Scholarship and Grants - Antonio Floirendo Sr. Foundation Inc.
Baranggay Dependents		SAS: Scholarship and Grants - Barangay Dependents
Department of Agriculture (DA-ACEF)		SAS: Scholarship and Grants – DA-ACEF
DOST		SAS: Scholarship and Grants - DOST
Oplan Kaalam		SAS: Scholarship and Grants - Oplan Kaalam
Quesada-Fulgado and Friends		SAS: Scholarship and Grants - Quesada-Fulgado and Friends
Socialized Tuition System (STS)		SAS: Scholarship and Grants - STS
STEP-LGU		SAS: Scholarship and Grants - STEP-LGU
The Creche Foundation School of Davao Inc.		SAS: Scholarship and Grants - The Creche Foundation School of Davao Inc
TFE/RF		SAS: Scholarship and Grants - Tuition Fee Exempt/RF
Tulong Dunong		SAS: Scholarship and Grants - Tulong Dunong
UP Presidential Grant		SAS: Scholarship and Grants - UP Presidential Grant
UPAA Greater Chicago		SAS: Scholarship and Grants - UPAA Greater Chicago
UPAA Greater Los Angeles		SAS: Scholarship and

		Grants - UPAA Greater Los Angeles
UPMFI		SAS: Scholarship and Grants - UPMFI
UT Foundation		SAS: Scholarship and Grants - UT Foundation
Vicente B. Bello		SAS: Scholarship and Grants - Vicente B. Bello
Student Assistantships Record	By Semester	SAS: Student Assistantships Record -by semester
Requests for SA		
Applications		
Appointment		
Evaluation		
Student Loan Application Record	By Semester	SAS: Student Loan Application Record- by semester
Student Organization Annual Reports	By Org/Year	SAS: Student Organization Annual Report-(by Organization- by Year)
Student Organization Records (SOR)	By Student Organization/ Year	SAS: Student Organization Record - Name of Organization
Activity Permits		
Application for Recognition		

RMIC

II. RECORDS RETENTION AND DISPOSITION SCHEDULE

The purpose of the Records Retention and Disposition Schedule (RRDS) is to provide a guide for the authorized disposal of the University's records in accordance with its legal obligations as a university. Specifically, this document schedule shall help users:

- Identify records that are worth preserving on a permanent status as part of the archives of the University;
- Prevent the premature destruction of records which need to be temporarily retained to satisfy the timeframe stipulated in the legal, financial and other parameters of public administration; and
- Authorize destruction of those records that have met its purpose and are qualified to be disposed of.

The University's record retention period were adopted from the National Archives of the Philippines-General Records Disposition Schedule (NAP-GRDS) and University of the Philippines Los Baños Records Retention and Disposition Schedule (UPLB RRDS), whichever is applicable. Retention period of records that are considered unique to UP Mindanao and thus are not found in NAP-GRDS and UPLB RRDS were also proposed for inclusion by the Records Management Improvement Committee – the Committee tasked to implement an approved Records Management System in the University. The retention periods may be modified and revised as need arises.

The retention periods indicated in the RRDS are the minimum length of time for which the records must be maintained. University records cannot be disposed of prior to the expiration of the appropriate retention period. However, there is no requirement for University records to be destroyed as soon as the minimum

retention period expires. Records may be kept for a longer period of time than specified, but no records may be destroyed earlier than the period stipulated retention or disposal in the RRDS.

The implementation of the retention and disposition of records is important to support the efficient and effective management of government records. Regular and systematic use of retention and disposal schedule will result in reducing the needed space for storage and minimize the risks from untimely and unauthorized destruction of records.

The length of time the File Folders are identified as Active or for Storage are also shown in the RRDS (shown in Table 3). Active Schedule provides the number of years that a File Folder remains in the “Active” records storage area. The Storage Schedule refers to the period when a File Folder is reclassified from active to inactive and shall be transferred to the “storage” records area until disposal.

Files identified as Permanent Records must be stored accordingly. Permanent File Folders may be stored together with Active File Folders in the respective Unit’s filing area. Nevertheless, each unit has the discretion whether to transfer permanent records that are not regularly used to the Records Center for safekeeping.

Table 3. UP Mindanao Records Retention and Disposition Schedule.

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS DISPOSITION SCHEDULE		1. AGENCY		UNIVERSITY OF THE PHILIPPINES MINDANAO	
		2. ADDRESS		Mintal, Davao City	
3. SCHEDULE NO.:		4. DATE PREPARED			
5. ITEM NO.	6. RECORDS SERIES TITLE & DESCRIPTION	7. RETENTION PERIOD (years)			8. REMARKS (e.g. Reference RDS: UPLB:Page#:Item# or NAP:Item#)
		Active	Storage	Total	
ACADEMIC					
1	Academic Calendars		PERMANENT		UPLB:10:153
	Academic Policies and Regulations		PERMANENT		UPLB: 18 : 338
2	Academic Catalogue				
3	Faculty Manual				
4	Student Handbook				
5	Academic Program Improvement (API)	5	5	10	UPMin Proposed
	Awards		PERMANENT		UPLB:9:148
6	Chancellor's Awards				
7	Dean's Awards				
	Bridging Programs				
8	MM Bridging Program	1		1	Except appointment which should be destroyed 15 years after separation from service
	Topics offered				
	Student Evaluation				

	Participants				
9	Summer Bridge Program	1		1	Except appointment which should be destroyed 15 years after separation from service (UPLB: 18 : 348)
	Topics offered/Topic Outline				
	Student Evaluation				
	Participants				
10	Class Lists	2		2	UPLB:11:180
11	Class Records	5		5	UPD Faculty Manual 4.8, Page 40
	Class Schedules	5		5	Active Storage UPLB:11:191
12	Alpha-list				
13	Block Sectioning				
14	Block Section Assignment				
15	Change on Schedule of Classes	5		5	Active Storage UPLB:11:189
16	Faculty Load				
17	Room Assignment				
	Commencement Exercises		PERMANENT		UPLB:10:160
18	Graduation Script				
19	Program				
20	Course Outline/Syllabus		PERMANENT		UPMin proposed
	Degree Programs/Curricular Matters/Proposals submitted to BOR		PERMANENT		UPLB:10:162
21	Abolishment				
22	Course Offering				
23	Curricular Changes				
24	Institution and Revisions	1		1	After change has been published

					in catalogue UPLB:10:178
25	Prospectus				
26	Suspension				
27	Diploma		PERMANENT		UPLB:10:164
	Directory				
28	Enrolled Students		PERMANENT		
29	Graduated Students		PERMANENT		UPLB:11:180
30	Examination Questionnaire	1	TEMPORARY	1	After superseded (UPMin proposed)
31	Examination Schedule	1	1	2	UPLB: 10:168
	Faculty	3		3	After superseded
32	Career Development Plan				
33	Development Plan				
34	Faculty Service Records (Form 67)				
35	SATE Filled forms	1	1	2	If not involved in any case; UPMin proposed
36	SATE Results (Qualitative and Quantitative)		PERMANENT		UPLB: 14: 247
37	Grade Sheets		PERMANENT		UPLB:10:170
	Internationalization				
	Student Exchange Programs (SEP)	5	5	10	UPLB:90:141
38	AUN-ACTS				
39	EU-SHARE				
40	JENESYS				
41	MOVE-UP				
42	TF-Learne				
	Faculty Exchange Programs (FEP)	5	5	10	UPLB:90:141
43	FEP acceptance		PERMANENT		UPLB:90:141
	Learning Objects				

44	Certificate of Completion	5	5	10	
45	Contracts	5	5	10	after expiration of the contract and settlement of financial obligations (UPLB: 2: 21)
46	Peer Review	5	5	10	
	Licensure Exam Results		PERMANENT		
47	Agriculturist				
48	Architecture				
	Quality Assurance	3	2	5	After superseded (UPMin proposed)
49	AUN-QA				
50	IAADS				
51	Reference Materials (Modules/Manuals)	3	2	5	after superseded (UPMin proposed)
	Reports				
52	Certifications (CBT, CADD and CAMRA)		PERMANENT		
53	CSC Exempt for Cum Laude's		PERMANENT		
54	Enrolment		PERMANENT		UPLB:11:188
55	Grades (See also Gradesheets)		PERMANENT		
	Graduates				
56	PRC		PERMANENT		
57	Honorific Scholars		PERMANENT		UPLB:11:180
58	List of Strategic Plans/Theses		PERMANENT		UPMin proposed
59	Nominations (to associations)	1	temporary		UPMin proposed
	Scholastic Performance				
60	Academic Standing		PERMANENT		UPMin Proposed

61	Scholastic Delinquency	1		1	UPLB:11:188
62	Shiftees and Transferees		PERMANENT		UPMin Proposed
63	Statistics Enrolment and Graduation		PERMANENT		UPLB:11:188
64	UP College Admission Test (UPCAT) Result		PERMANENT		UPLB:11:180
	Student Records (jackets)				
	Admissions				
65	Birth Certificate		PERMANENT		
66	Foreign Students		PERMANENT		
67	High School Report Cards/Form 138		PERMANENT		
68	Non-degree		PERMANENT		
69	Special Students		PERMANENT		
70	Student Directory		PERMANENT		UPLB:11:198
71	Transcript of Records		PERMANENT		
72	Transferees		PERMANENT		
73	UPCAT		PERMANENT		
74	Validation of Advanced Credits		PERMANENT		
75	Certificates of Registration (Form 5)		PERMANENT		UPLB:10:157
76	Change/Add/Cancel Matriculations		PERMANENT		UPLB:10:158
77	Change of Grade		PERMANENT		
78	Completion/Removal of Grades of INC/4.0		PERMANENT		UPLB:10:161
79	Cross Registration Grades		PERMANENT		
80	Cross Registration Permit		PERMANENT		

81	Deferment Letter		PERMANENT		UPLB:10:163
82	Dropping Slips		PERMANENT		UPLB:10:165
83	Enrolment Permits (Cross-Registration Permits)		PERMANENT		UPLB:10:166
84	Enrolment Withdrawal, Request		PERMANENT		
85	Evaluation for Admission		PERMANENT		UPLB:10:167
	(Transferee, Second Degree, Non-Degree, Special)		PERMANENT		UPLB:12:196
86	Honorable Dismissal		PERMANENT		UPLB:10:174
87	Leave of Absence (Approved)		PERMANENT		UPLB:10:179
88	Plan of Course Work/Checklist		PERMANENT		UPLB:12:196
89	Readmission Results		PERMANENT		UPLB:10:154
90	Registration Form (UP Form 5)		PERMANENT		
91	Student Clearance		PERMANENT		UPLB:11:194
92	Substitution of Courses		PERMANENT		UPLB:12:196
93	Withdrawal of Enrollment		PERMANENT		UPLB:12:199
94	Thesis/Dissertation/Manuscripts-Hardbound		PERMANENT		UPLB:15:264
ADMINISTRATION AND MANAGEMENT					
95	ACTIVITIES/events/conferences	5	5	10	UPMin proposed
	COMMUNICATIONS (Administrative)	2		2	UPLB:18:342
96	Colleges				
	Networks				
97	DACUN				
98	MSCFI				
99	MSTPC				
100	RDC				
101	SMARRDEC				
102	Other Agencies (Private/Government)				

103	Suppliers				
104	UP Constituent Universities				
105	UP System				
	ISSUANCES				
	Administrative Orders		PERMANENT		UPLB:19:335
106	UP Mindanao Chancellor				
107	UP System President				
108	Certifications	1		1	NAP 5
	Executive Orders		PERMANENT		UPLB:18:335
109	UP Mindanao Chancellor				
110	UP System President				
	Memoranda		PERMANENT		UPMin Proposed
	UP Mindanao				
111	Chancellor				
112	Vice Chancellor				
113	College Deans				
114	Unit Heads				
115	UP System President				
116	Policies		PERMANENT		UPMin Proposed
	Resolutions		PERMANENT		NAP 133
117	Bids and Awards Committee (BAC)				
118	Board of Regents (BOR)				
119	Executive Committee (ExeCom)				
120	Management Committee (ManCom)				
121	University Council (UC)				
	Management				
122	Collective Negotiation Agreement (CNA)	5		5	after superseded; UPMin Proposed

COMMITTEES					
	AdHoc Committees	2		2	after superseded; UPLB:178:330
123	Anniversary Committee				
124	DULA Committee				
125	Graduation Committee				
126	Kasadya Committee				
127	College Committees	3	2	5	UPMin Proposed
	Standing Committees		PERMANENT		UPMin Proposed
128	ADPDC				
129	APC				
130	APFC				
131	BAC				
132	Executive Committee				
133	Income and Investment				
134	Financial Management Committee				
135	Gender Committee				
136	Senior Citizen's Act Committee				
137	University Council				
138	University Curriculum Committee				
139	UP Mindanao Healthy Lifestyle & Wellness Committee				
	Directory	2		2	after superseded; UPLB:19:354; NAP:9
140	UP Min/UP System/Other Agencies				

	Institutional Profile		PERMANENT		if implemented. If not, destroy after 5 years from date of record (UPLB:19:355)
141	Recognition/Awards				
142	Titles, Real Property Files				
143	UP Charter				
144	UP Code				
145	UPMindanao History				
146	UPMindanao Organizational Structure				
	UP Mindanao Plans				
147	Campus Management Plans				
148	Medium-Term Plans				
149	Staff Development Plan				
150	Strategic Plans				
	Legislation (National and Local)		PERMANENT		
151	Acts				
152	Bills				
	Meetings				
153	Agenda	1		1	UPLB 1:1
154	Minutes		PERMANENT		NAP 105: 17
	Quality Management	3	2	5	After superseded (UPMin proposed)
155	ISO				
	Reports				
156	Accomplishment Reports	2		2	NAP:26 after incorporated in the annual report
157	Administrative Reports	2		2	NAP:26 after incorporated in the annual report
158	Annual Report		PERMANENT		

159	Budget Reports	2		2	NAP:26 after incorporated in the annual report
160	Committee Reports	2		2	NAP:26 after incorporated in the annual report
161	Dorm Residents Statistics	2		2	NAP:26 after incorporated in the annual report
162	Dorm Incidents	2		2	NAP:26 after incorporated in the annual report
163	End-of-Term Report	2		2	NAP:26 after incorporated in the annual report
164	Extension Report	2		2	NAP:26 after incorporated in the annual report
165	HR Report	2		2	NAP:26 after incorporated in the annual report
166	Personnel Health Report				
167	Research Report	2		2	NAP:26 after incorporated in the annual report
	System Development		PERMANENT		UPMin proposed
168	CSRS (Computerized Student Registration System)				
169	UIS				
	Transportation Services				
170	Authority to Drive	6 mons		6 months	After expiration of Authority (UPLB 17:314)
171	Gasoline Withdrawal Slip	1		1	Except if involved in a case (UPLB 5:82)
172	Trip Tickets	1		1	NAP 32
	Utilities & Services	1		1	UPMin Proposed
173	Davao Light Power Corporation				

174	Janitorial Services				
175	Security Services				
176	Water and Sewerage System				
	Campus Development and Maintenance Services				
	Construction Drawings		PERMANENT		UPMin proposed
177	Approved Plans				
178	As-Built Plans				
	Cost Estimates	1			UPMin proposed
179	Job Orders				
180	Job Requests				
181	Project Proposals				
182	Design Services	5	5	10	after completion of the project, if not involve in a case; UPMin proposed
	Approved Budget Contract (ABC)				
	Notice of Award				
	Contract				
	Notice to Proceed				
	Billings				
	Time Extensions				
	Construction Drawings				
	Terms of Reference				
	Bill of Quantities				
183	Infrastructure Project	5	5	10	after completion of the project, if not involve in a case; UPMin proposed
	Approved Budget Contract (ABC)				
	Bid Documents (financial and technical requirements)				
	Notice of Award				
	Contract				
	Notice to Proceed				

	Billings				
	Variation Orders				
	Time Extensions				
	As-built plans				
	Certificate of Completion				
	Planning and Development Services		PERMANENT		UPMin proposed
184	Campus Master Development Plan				
185	Land Use Plans				
186	Naming of Buildings/Streets				
	Profile	5	5	10	after relocation outside UPMin, UPMin proposed
187	Informal Settlers				
	Land Reservation and Management Services				UPMin proposed
188	Maps		PERMANENT		
	Profiling				
189	Biophysical Profiling	5	3	8	after updated
190	Socio-economic Profiling	5	3	8	after updated
	Public Relations		PERMANENT		UPMin proposed
191	News Clips				
192	Photos				
193	Press Releases				NAP 21
194	Publications				NAP 24
195	Speeches/Messages (record set)		PERMANENT		NAP 29
196	Videos				
	Reading Room Services				
197	Acquisition List (Books/Journals)		PERMANENT		
198	Thesis/Manuscripts/Dissertation		PERMANENT		
	Records Management and Services		PERMANENT		UPMin proposed
199	Handbook				
200	Manual of Operations				
201	Record Inventory Report				

	Records Maintenance and Control				
202	Data Tracking System (DTS)				
203	File Classification Guide				
204	Records Retention and Disposition Schedule				
	Supply and Property Management Services				
	Annual Procurement Plans	3		3	NAP:137
205	Commonly Used Supplies and Equipment				
206	Non-Common Use Supplies				
207	ARE/PAR (per employee)		10	10	after retirement/separation
208	Donations and Endowment				
	Insurance				
209	Building	1		1	after annual renewal
210	Vehicle		PERMANENT		UPMin proposed
211	Inventory Custodian Slips				
212	Procurement				
	Abstract of Price Quotations	5	5	10	after termination/settlement of contract of the winning bidder (NAP: 138); UPMin proposed
213	BAC Documents	5	5	10	after completion of the project, if not involved in any case (UPMIN Proposed)
	Approved Budget for the Contract				
	Bill of Quantities/Technical Specifications/Terms of Reference				
	Purchase Requests				

	Approved Bid Documents				
	Drawings				
	PhilGEPS Posting				
	Newspaper Publication				
	Bid Bulletins				
	Abstract of Bids as Read/Calculated				
	Reports (Evaluation/post qualification)				
	Resolutions				
	Notice of Awards				
	Performance Security				
	Request for Reconsideration				
	Contract				
	Notice to Proceed				
	Certifications				
214	Purchase Requests	1	3	4	
215	Purchase Orders	1	3	4	
216	Requisition and Issuance Slip	1		1	
217	Resolutions		PERMANENT		
	Reports	1	3	4	
218	Acceptance Reports for Stockroom				
219	Agency Procurement Compliance and Performance Indicator (APCR)				
	Condemned Property				
220	Waste Material	1	1	2	
221	Inventory and Inspection Report	1	1	2	
222	Equipment Purchases				
223	Incoming Supplies				
224	Inventory for 164, 184, 101				
225	Invoice and Receipt of Accountable Forms				
226	List of Items available at Stockroom				

	Pre and Post-repair Inspections				
227	Equipment and Motor Vehicles	1	1	2	
228	Vehicle Certificate of Registration Insurance Policies	1	1	2	
	Property Disposition				
229	Disposal	1	1	2	
230	Transfer without cost	1	1	2	
231	Property Losses				
	Property/Supply Control				
232	Equipment/Supply Index	1	1	2	UPMin proposed
233	Equipment/Supply Inventory	1	1	2	UPMin proposed
234	Requisition and Issuance Slip				
	Transfer of Property				
235	Inspection Report	1	1	2	UPMin proposed
236	Letter Requests	1	1	2	UPMin proposed
	Transmittal Report				
237	for all inspections				
238	for all POs				
	TTBDO Services				
	Business Development				
239	Ambulant Vendors		5	5	after renewed/terminated and/or finally settled; UPMin proposed
240	Kalimudan Student Center Concessionaires		5	5	after renewed/terminated and/or finally settled; UPMin proposed
	Technology Transfer				
241	Invention Disclosure Incentive		PERMANENT		UPMin proposed

242	Trade Mark and Licensing		PERMANENT		UPMin proposed
243	Logo Use		PERMANENT		UPMin proposed
CREATIVE WORK, RESEARCH AND EXTENSION					
	Creative Work and Research Agenda		PERMANENT		
244	CARIM				
245	Mindanao Studies				
	Creative Work and Research Dissemination (CWRD)				
246	Grants		PERMANENT		UPLB:9:148
	Reports		PERMANENT		NAP:26
247	Paper Presentation (Local and International)				
248	Poster Presentation (Local and International)				
249	Publications				
	Creative Work and Research Projects	5	5	10	after fully-liquidated of financial obligations; UPMin proposed
250	Externally-Funded				
	Line Item Budget (LIB)				
	Proposal				
	Research Contract				
	Research Report				
251	Internally-Funded				
	Line Item Budget (LIB)				
	Proposal				
	Research Contract				
	Research Report				
	EXTENSION				
	Extension Services				
252	Alumni Relations		PERMANENT		UPMin proposed

253	Contributions/Financial Assistance		PERMANENT		UPMin proposed
254	Technical Assistance/Consultancy		PERMANENT		UPMin proposed
255	Programs and Projects	5	5	10	UPMin proposed
256	Extension Reports		PERMANENT		NAP:26
FINANCE					
	Bank Documentations				
257	Authorization	2		2	after expiration of authorization UPLB 21:395
258	Contracts	5		5	after contract renewal and/or settlement of financial obligations NAP #127
259	Fund Transfer	2		2	after expired UPLB 21:395
260	Bank Slips (Deposits and Remittances)	10		10	NAP: 53
	Billings	10		10	after settled NAP:54
261	Accounts Receivable				
262	Accounts Payables				
263	Bonds, Fidelity	5		5	after expired/terminated; NAP: 55
	Budget Records				
264	Budget Proposal (including BP Forms etc)		PERMANENT		if implemented; otherwise dispose
265	Budget Utilization Requests	1	1	2	5 years after date of record
266	Notice of Sub Allotment				
267	NORSA/NBURSA				
268	Obligation Requests	1	1	2	
269	Quarterly Unit MOOE Fund Status	1	1	2	

	Disbursement Vouchers	10		10	provided post audited finally settled and not involved in any cases
270	Cancelled Vouchers				
271	Cash Advances				
272	Fund 101				
273	Fund 164				
274	Fund 184				
275	Remittances				
276	Payroll, Salary and Incentives				
277	Project				
278	Expense Ledgers		PERMANENT		NAP: 64
	Fees		PERMANENT		UPLB 14:246
279	Lab Fees				
280	NSTP fee				
	Proposal				
281	PE Lab Fee				
282	University Charges				
283	Form 5 (for accounting copy only)		PERMANENT		
	Financial Statements		PERMANENT		NAP: 65
284	Balance Sheets				
285	Income Statements				
286	Statement of Cash Flows (Annual)				
287	Statement of Operations				
	Fund source				
288	Academic Program Improvement Fund	5	5	10	UPMin proposed
289	Administrative Overhead Fund	5	5	10	UPMin proposed
290	Internal Operation Budget		PERMANENT		UPMin proposed
291	NOSA	5	5	10	UPMin proposed
292	MOOE	5	5	10	UPMin proposed
293	Trust Liability Account				UPMin proposed
294	Trust Fund	5	5	10	UPMin proposed

295	Presidents Initiative Funds	5	5	10	UPMin proposed
296	Reprogrammed Funds	5	5	10	UPMin proposed
297	Tuition Fee Increment		PERMANENT		UPMin proposed
298	Funding Check Memo	10		10	UPLB 21:404
299	General Ledger	3		3	after date of last entry; NAP:69
300	Index Cards for Supplier/DBM	5		5	NAP 66
301	Liquidations	10		10	NAP 82
	Loans		PERMANENT		UPLB 21:412
302	Payment Records				
303	SAFE Loan				
304	Student Loan				
305	Official Receipts	10		10	provided post audited; finally settled and not involved in any case; NAP: 74
306	Purchase Orders (PO) (for accounting's copy)	4		4	UPLB 25:495
307	Relief from Accountability/ies	10		10	provided a copy is filed in 201 files; NAP: 71
	Reports, Financial...		PERMANENT		UPLB 20:392
308	Accounts Payable	10		10	NAP:78
309	Accountability Report for Accountable Officers	3		3	after cash have been examined; NAP: 82
	Analysis of Financial Reports	3		3	after cash have been examined; UPLB 22:429
310	Bonds				
311	Time Deposits				
312	Treasury Bills				
313	Bank Statement	10		10	NAP:53
314	Bank Reconciliations	10		10	UPLB23:452
	BIR Forms	4		4	UPMin proposed
315	Employees				
316	Goods				
317	Services				
318	Suppliers				
	Books of Final Entry		PERMANENT		NAP: 56

319	General Ledgers				
320	Subsidiary Ledgers				
	Books of Original Entry		PERMANENT		NAP:57
321	Cash Disbursement Journals				
322	Cash Journals				
323	Cash Receipt Journals				
324	Check Disbursement Journals				
325	General Journals				
326	Journals of Analysis of Obligation				
327	Journals of Bill Rendered				
328	Journals of Check Issued				
329	Journals of Collection and Deposit				
330	Journals of Disbursement by Disbursing Officer				
331	Cash Examinations	3		3	provided post audited; finally settled and not involved in any case; NAP:82
	Cash Flow Statements		PERMANENT		NAP:58
332	Daily Cash Position Record	3		3	NAP:62
333	Financial Monitoring	3	3	6	
334	Financial Statements		PERMANENT		NAP:65
	Institutional Reports	10		10	UPMin proposed
335	For COA				
336	For DBM				
337	For Research Projects				
338	For UP Mindanao				
339	For UP System				
340	Inventory Reports	10		10	UPMin proposed
341	Journal Entry Voucher	12		12	provided post audited; finally settled and not involved in any case; NAP:67

342	Property, Plant and Equipment				
	Remittances on Loan Deductions		PERMANENT		NAP:68
343	GSIS				
344	Pag-Ibig/HDMF				
345	UPMMPC				
346	UP Provident Fund				
	Remittances on premium		PERMANENT		NAP:68
347	GSIS				
348	PHIC				
349	Pag-Ibig/HDMF				
350	Union (AUPWU and AUPAEU)				
351	UPMMPC				
352	UPLB				
353	UP Provident Fund				
354	Schedule of Aging Cash Advances	2		2	after superseded otherwise disposed if all entries are settled
355	Subsidiary Ledger (Bookkeeper)		PERMANENT		NAP:56
356	Tax Reconciliation	10		10	NAP:84
357	Trial Balance		PERMANENT		UPLB 22:442
LEGAL					
358	Affidavits	1	1	2	after purpose have been served; NAP 124
	Agreements		PERMANENT		UPLB 2:16
359	Commercialization				
360	Fellowship				
361	Research Service				
362	Royalty				
363	Scholarship				
364	Articles of Incorporation/By-Laws		PERMANENT		NAP:125
	Cases		PERMANENT		NAP:128
365	Administrative Case				
366	Judicial Case				

367	Student Disciplinary Cases				
	Complaints/Protests	5		5	after settlement of complaint (NAP:126)
368	Grievance				
369	Student Complaints and Demands				
	Contracts	5	5	10	after expiration of contract and settlement of financial obligations (UPLB: 2:21)
370	Contract of Services				
371	Construction Agreement				
372	Deed of Donations		PERMANENT		NAP:129
373	Lease				
374	Memorandum of Agreements		PERMANENT		NAP:131
375	Memorandum of Understanding		PERMANENT		NAP:131
376	Demand Letters	5	5	10	UPLB:2:23
	Opinions		PERMANENT		NAP:130
377	Office of the Vice President for Legal Affairs				
378	UP Mindanao Legal Office				
379	Petitions	5		5	after settlement of the petition; NAP 132
380	Presidential decrees and proclamation (affecting UP Mindanao)		PERMANENT		UPLB:2:33
381	Resolutions		PERMANENT		NAP:133
382	Special Power of Attorney(SPA)	1		1	after purpose had been served; NAP:134
383	Subpoenas	3		3	Or to be filed with appropriate case; NAP:135
PERSONNEL					

	Announcement	1		1	UPMin Proposed
384	Civil Service Exam				
385	Job Vacancies				
386	Trainings and Workshops				
	Applications				
387	Employment	2		2	UP Min Proposed
388	Leave of Absence and Supporting Documents	1		1	After recorded in the leave card; NAP: 94
389	Reduced Fees	6		6	After attaining the degree; UPMin Proposed
390	Attendance Monitoring Sheet	1		1	NAP: 95
391	Authorities/Requests to create/fill vacant positions	2		2	After vacant positions have been filled up; NAP: 96
392	Certificate of Service (COS)	1		1	After data have been posted in leave cards and post audited; NAP: 97
393	Daily Time Record (DTR)	1		1	After data have been posted in leave cards and post audited; NAP: 99
	Employee Health Profile (EHP)	5	10	15	after separation/retirement; UPMin Proposed
394	Medical Certifications				
395	Physical Exam Results				
	Job Classification and Pay Administration				
396	Position Classification	5		5	After superceded; NAP: 115
397	Salary Scale	5		5	After superceded; NAP: 115
398	Job Order Individual Record (JOIR)	5		5	After terminated; NAP: 102

399	Leave Records (LR)	5	10	15	after separated/retired NAP:103
400	Master List of Personnel	1	1	2	after updated
401	Merit Promotion Plans	1		1	After superceded; NAP: 108
	Nomination for Awards Record (NAR)	3		3	UPMin Proposed
	Administrative Personnel				
402	Gawad Chanselor Awards				
	Faculty/REPS				
403	Gawad Chanselor Awards				
404	International Publication Award				
405	Professorial Chair Award				
406	UP Scientist Award				
407	Personnel Records (201A Files - Maintain individual case files arranged according to classification as academic or administrative)	15		15	After separation/retirement/death; UPLB:24:470
	Appointment and Authorization				
	Acceptance of Resignation				
	Approval of Retirement				
	Clearance (latest)				
	Designations / Details				
	Oaths of Office				
	Personal Data Sheet (latest)				
	Position Descriptions				
	Reinstatements				
	NOSA/NOSI				
	Service Records (updated)				

	Statements and Duties and Responsibilities				
	Birth Certificate				
	Report for Duty				
	Sworn Statement of Assets and Liabilities (SALN) (latest)				
	Transcript of Records				
408	Personnel Records (201B Files - contains other records not found in 201A)	15		15	After separation/retirement/death; UPLB:24:470
	Awards				
	Benefit/Gratuity				
	Certificates				
	Eligibility				
	Rural Service				
	Training/Seminar Attended	5		5	NAP:109
	Change of Marital Status / Name				
	Performance Evaluation				
409	PES	1	4	5	UPMin proposed
410	PMS-OPES	1	4	5	UPMin proposed
411	SPMS-OPES	1	4	5	UPMin proposed
	Personnel Privileges and Benefits	5	10	15	
412	Bonus				
413	Limited Practice of Profession'				
414	Loyalty and Gratuity				
415	Tuition Fee Exemption (TFE)for Dependents				
416	Service Recognition Pay				
417	Plantilla of Personnel (POP)		PERMANENT		While other copies dispose after 3 years; NAP 113
418	SALN: Sworn Statement of Assets and Liabilities	10		10	NAP: 122
	Scholarship and Grants		PERMANENT		UPLB: 18:338

	Faculty				
419	ALA				
420	Dans Faculty Grant for CHSS Junior Faculty				
421	John Allwright				
422	Service Records	5	10	15	After separation from service / retired; UPLB:4:67
423	Staffing Pattern		PERMANENT		NAP: 120
424	Transfer of Items (Requests/Approval)		PERMANENT		UPLB:4:68
STUDENT AFFAIRS & SERVICES					
	Dorm Services				
	Dorm Residents Record (DRR)	3	2	5	after graduation; UPMin proposed
425	Accommodation Appeals				
426	Accommodation Form				
427	Excuse Letters				
428	List of Dorm Residents				
429	Medical Certificates				
430	Notice of Offenses				
	Guidance Services	5	5	10	after graduation; UPMin proposed
431	Student Inventory Profile (SIP)				
	Aptitude Test Results				
	Counseling Reports				
	Psychological Test Results				
	Readmission Records (if readmitted)				
	SBP Worksheet				
	Student Routine Interview				
432	Test Booklets and Manuals		PERMANENT		NAP:16

	Health Services				
433	Student Health Record (SHR)	5	5	10	after graduation; UPMin proposed
	Medical Certifications				
	Student Medical Record				
	Physical Exam Results				
	Scholarship and Grants		PERMANENT		UPLB: 18: 338
434	Antonio Floirendo Sr. Foundation Inc. (AOF)				
435	Baranggay Dependents				
436	Department of Agriculture (DA-ACEF)				
437	DOST				
438	Oplan Kaalam				
439	Quesada-Fulgado and Friends				
440	Socialized Tuition System (STS)				
441	STEP-LGU				
442	The Creche Foundation School of Davao Inc.				
443	TFE/RF				
444	Tulong Dunong				
445	UP Presidential Grant				
446	UPAA Greater Chicago				
447	UPAA Greater Los Angeles				
448	UPMFI				
449	UT Foundation				
450	Vicente B. Bello				
	Student Assistantships Record	5	5	10	after graduation; UPMin proposed
451	Requests for SA				
452	Applications				
453	Appointment				
454	Evaluation				
455	Student Loan Application Record	5	5	10	after graduation; UPMin proposed
456	Student Organization Annual Reports		PERMANENT		UPMin Proposed
	Student Organization Records (SOR)	5	5	10	after renewed/expired; UPMin Proposed

457	Activity Permits				
458	Application for Recognition				

References

AARC. 1983. File Management Instruction Manual. Agency Archive and Records Center of the USA.
https://www.cia.gov/library/readingroom/docs/DOC_0000283461.pdf.

ACU 2014. A Guide to Retaining and Disposing of University Records.
<https://www.acu.edu.au/policies/171421>

Delgado, Carmen. 2012. File Classification Scheme for Administrative Functions Common to all UN Offices. <https://archives.un.org/content/file-classification-schemes>

Houten, Gerry Van. 2010. Drafting a Function-Based File Classification Plan.
content.arma.org/.../IMM_0710_drafting_a_function-based_file_classification_plan

National Archives of the Philippines Act or Republic Act 9470, 19 February 2007

National Archives of the Philippines General Records and Disposition Schedule , 23 March 2009

UPLB Records Retention and Disposal Schedule. 2006.