



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
SYSTEM PROCEDURE

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02	CONTROL OF RETAINED DOCUMENTED INFORMATION
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Scope:

This process starts from identifying retained documented information (records) up to disposition when the retention period is reached.

Description of Service:

The process owner identifies the retained documented information and record them in the Master List of Records and defines the storage location, retention period, retrieval mechanism. The designated Records Custodian store the records according to the defined filing system and retention period. Upon reaching the retention period, the designated Records Custodian turn-over all the records to the Records Controller for archiving as per NAP requirements and for disposal upon reaching the defined archiving period in accordance with the Records Management Procedure.

No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
1	Identify retained documented information.	<ul style="list-style-type: none">Identify the retained documented information generated from the implementation of QMS processes and record in the Master List of Records/Master List of Retained Documented Information.	Process Owner	<ul style="list-style-type: none">Master List of Records/Master List of Retained Documented Information
2	Define retention period and retrieval mechanism	<ul style="list-style-type: none">Define the retention period in accordance with NAP guidelines.Coordinate with designated Records OfficerRecords can be filed as: chronological, alphabetically or sequentially	Process Owner	<ul style="list-style-type: none">Master List of Records/Master List of Retained Documented InformationNAP Act of 2007
3	Identify storage location	<ul style="list-style-type: none">Specify storage location in the Master List of Records/Master List of Retained Documented Information.	Process Owner	<ul style="list-style-type: none">Master List of Records/Master List of



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No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		<ul style="list-style-type: none"> Storage location should be appropriate to prevent damage of information from the records. 		Retained Documented Information
4	Store records	<ul style="list-style-type: none"> Store records according to the defined filing system and retention period. Upon reaching the retention period, turn-over all records to the Central/Regional Records Controller. <p>Note: To ensure confidentiality of records, control access of records from other person/organizations on need-to-know basis through proper approval from concerned authorities.</p>	Designated Records Custodian/Regional Records Officer	<ul style="list-style-type: none"> Master List of Records/Master List of Retained Documented Memo transmittal with the list of records for turn-over
5	Archive Records	<p><i>This document is UNCONTROLLED when DOWNLOADED and/or PRINTED. Always refer to the Documented Information Management System for the Controlled Copy</i></p> <ul style="list-style-type: none"> Archive records in accordance with the defined archiving as per NAP Act of 2007 requirements. 	Central Records Custodian/Regional Records Officer	<ul style="list-style-type: none"> Master List of Records/Master List of Retained Documented Information NAP Act of 2007
6	Request for records disposal	<ul style="list-style-type: none"> Upon reaching the defined archiving period, accomplish NAP form No. 3 and wait for approval. Upon approval, accomplish NAP Form No. 6 for the certification of record disposal. 	Central Records Custodian/Regional Records Officer	<ul style="list-style-type: none"> Certificate of Disposal of Records (NAP Form 6) Request for Authority to Dispose Records (NAP Form 3)
7	Dispose records	<ul style="list-style-type: none"> Disposal of records is supervised/witnessed by NAP, COA and Regional Records Officer and sign the certificate of disposal. 	Central Records Controller, COA, Regional Records Officer and NAP Representative	<ul style="list-style-type: none"> Certificate of Disposal of Records (NAP Form No. 6)
8	Retain records	<ul style="list-style-type: none"> Retain records in accordance with the Control of Retained Documented 	Central Records Custodian/Regional Records Officer/Regional Document	<ul style="list-style-type: none"> Master List of Records/Master List of



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No.	Process/Steps	Activity Details	Person-In-Charge/ Position/ Unit/ Division	References/ Interfaces
		Information Procedure and Master List of Records.	Controller/Designated Records Custodian	Retained Documented Information • Retained Documented Information Procedure
End of Transaction				

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MASTER LIST OF MAINTAINED INTERNAL DOCUMENTED INFORMATION

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Name of Bureau/Service/Office/Procedure: DILG OFFICES

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		00	01	02	03	04	05
SYSTEM PROCEDURE							
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FM-SP-DILG-02-01	Master List of Retained Documented Information	06.15.21					

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