

**DENR Circular
No. 05
Dec. 29, 1988**

**SUBJECT : Prescribing Policies and Guidelines On
Records Management Development
Programs**

Upon the recommendation of the Committee on Records Management created under DENR Special Order No. 389 dated May 12, 1988, the following policies and guidelines are hereby promulgated for the guidance of all concerned in the Department, Staff Bureaus and offices under and/or attached to it.

The primary purpose of this Circular is to provide a definite source of information for the guidance of personnel responsible for the creation, preparation, processing, storage, and disposal of records. It is intended to establish an understanding of the basic principles of sound records management and recognition of the benefits to be derived from an integrated and centralized system of records management.

- A. Definition of Terms. — For purposes of this Circular, the following terms shall be defined as:
1. Records — Any paper, book photograph, discs, diskette, microfilm, motion picture film, x-ray films, sound recording, drawing, map or other document of any physical form or character whatsoever or any copy thereof, that has been made by any entity or received by it in connection with the transaction of public business and has been retained by that entity or its successor, as evidence of the objectives, organization, functions, policies, decision, procedures, operations or other activities of the government or because of the informational value contained therein.
 2. Records Creation — The recording of information on paper, printed forms, punched cards, tape or any information-transmitting media.
 3. Records Disposition — The orderly maintenance of those records necessary to protect the interest of the organization and, in the interest of economy and efficiency, the prompt disposal of records as they cease to have for administrative, financial, legal, operational, or

research purposes.

4. Records Maintenance — The operation involves more than placing records in file folders and cabinets. It is a responsible task which requires accuracy, an excellent memory, and an attitude of interest from file operators. Basic requirements include a good understanding of the information handled, the ability to determine proper file positions of related information, and facility in producing the records when they are needed.
 5. Records Management — The systematic and effective control over the creation, maintenance, retention, protection, and preservation of records.
- B. Functions and Responsibilities of the Records and Documents Division. — The Records and Documents Division shall have the following functions and responsibilities:
1. Receive, register, dispatch and monitor the flow of communications from the time of receipt to their dispatch;
 2. Process, maintain and control vital and essential records to support the functions of the Department;
 3. Service the documentary, information and reference requirements of top management, action officers, other government offices and the general public; and
 4. Ensure the proper storage, maintenance, protection and preservation of vital documents, and the prompt disposal of obsolete and valueless records.
- C. Control of Records. — For the proper maintenance of records and fast retrieval of files, the Records and Documents Division shall adopt, as far as practicable, a completely centralized files plan, using the subject numeric classification scheme and filing system. Under this plan, the central files are to be maintained in one unit and in one location.
- D. Completeness of Records. — To make paperwork more efficient, more effective and more economical, records maintained must be complete.

Records are said to be complete when official files are properly maintained and preserved in accordance with sound records management practices and which can be used not only for the Agency's operations but also for future generations which make use of them. It must be registered and stamped properly; shall contain the action or series of actions taken, each action or series of actions duly signed and/or initialed; and copy of enclosures/attachments, if any are available.

E. **Expeditious Transmittal of Communications.** — Efficient handling of incoming mail and correspondence and outgoing communications is an essential factor in effective management of records.

To avoid delay and to promote speedy transmittal of both incoming mail and outgoing communications, delivery and collection centers in the different units shall be established to serve as the focal point of mail/dispatch activities.

All incoming mail and correspondence after having been received, sorted, opened, time-stamped, registered/recorded/controlled and assigned/routed, shall be delivered to their respective delivery centers for disposition, within 30 minutes after recording.

Likewise, to prevent any delay in the dispatch of outgoing communications, the Records and Documents Division, in the absence of specific instructions, shall have the responsibility to determine the mode of dispatch of outgoing communications, either by postal service, telegraph service, personal delivery or by other means, such as JRS, LBC, Air Cargo, etc.

Priority in the handling, processing and dispatch of outgoing communications shall be given to those considered RUSH/URGENT/ASAP/Confidential and those with specific instructions.

It shall also be the responsibility of the Records and Documents Division to provide and maintain delivery schedule for outgoing communications on a daily basis.

F. **Easy and Accurate Retrieval of Files.** — Management is not only concerned with the increasing volume of records that are

accumulated and the increasing number of employees needed to handle them. It is more concerned with the retrieval of information it needs for decision-making. It is, therefore, the responsibility of the Records and Documents Division to produce the files on time when needed.

For easy and accurate retrieval of files, it is ideal that a completely centralized plan be adopted and the use of the subject numeric classification scheme and filing system.

To prevent the loss of vital and essential records, it is necessary that only authorized officials and employees be allowed to borrow records.

The use of finding aids, such as index cards, cross reference sheets and new technology devices such as microfilm and data-based computer systems can help facilities the fact retrieval of files.

G. Integrity of Records. — For purposes of preserving the integrity of records and prevent the creation of forged and spurious documents, the following measures and safeguards shall be observed:

1. The processing and releasing of outgoing communications shall be the responsibility of the Records and Documents Division;
2. Hand carrying of official communications by authorized parties shall be prohibited;
3. Issuance of certified copy and authentication of documents shall be centralized; and
4. Identification unique to the agency of outgoing communications shall be established.

This Circular shall take effect immediately.

(Sgd.) FULGENCIO S. FACTORAN, JR.
Secretary