

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		RECORDS INVENTORY AND APPRAISAL									
AGENCY: VISAYAS STATE UNIVERSITY ADDRESS: VISCA, PANGASUGAN, BAYBAY CITY, LEYTE PERSON IN - CHARGE OF FILES: MERLIN R. LEBANTE - Clerk/DRRC DATE PREPARED: January 15, 2022		ORGANIZATIONAL UNIT: REGIONAL CLIMATE CHANGE RESEARCH & DEVELOPMENT CENTER TELEPHONE NO.: 7616, VOIP 1095 563 -									
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T/P	UTILITY VALUE Adm. / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	
ADMINISTRATIVE AND MANAGEMENT RECORDS											
CORRESPONDENCE											
Routine (INCOMING)											
Memorandum (FM-OOP-01)	July 1, 2020 - 31, 2021	0.0000164	Shelf 11, Data filer #38	As need arises	Concerned offices	T	Adm	2 years		2 years	Landfill after acted upon
Memorandum Circular (FM-OOP-02)	July 1, 2020 - 31, 2021	0.0000164	Shelf 11, Data filer #39	As need arises	Concerned offices	T	Adm	2 years		2 years	Landfill after acted upon
Communication (FM - OOP - 05)	July 1, 2020 - 31, 2021	0.0000033	Shelf 14, Data filer #40	As need arises	Concerned offices	T	Adm	2 years		2 years	Landfill after acted upon
Memorandum (FM-VSU-01)	July 1, 2020 - 31, 2021	0.0000033	Shelf 12, Data filer #42	As need arises	Concerned offices	T	Adm	2 years		2 years	Landfill after acted upon